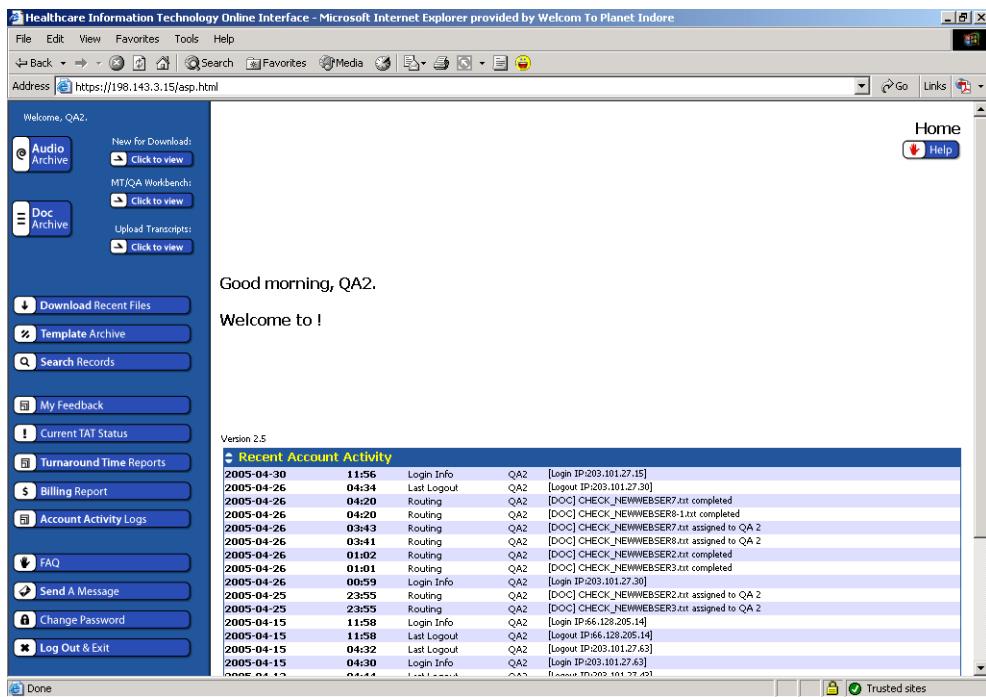


STATscript Online QA2 User Manual

Version 2.5



Index

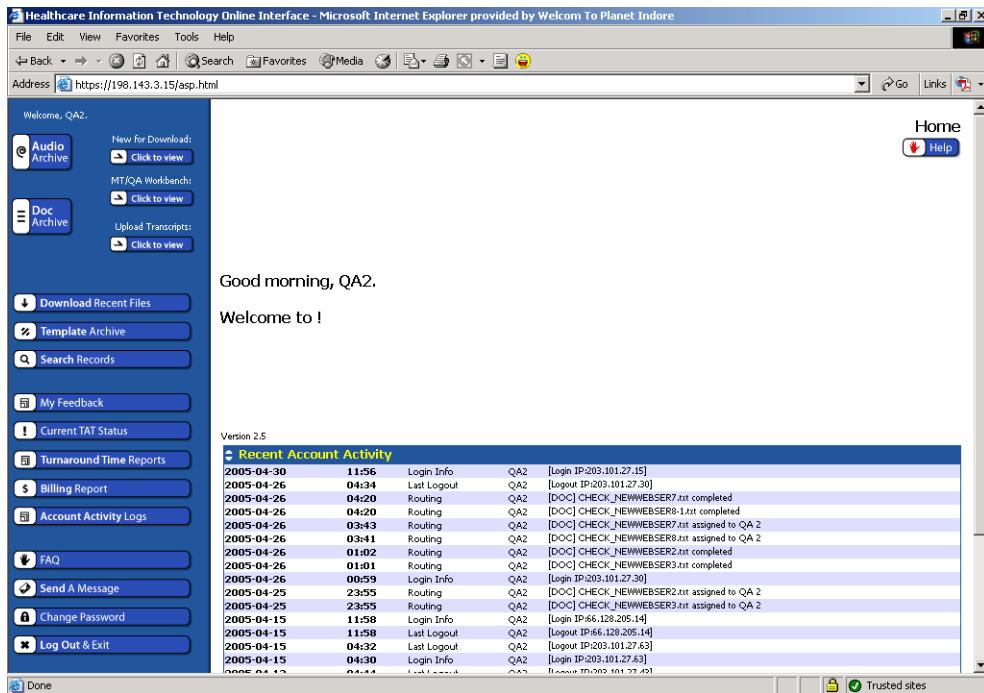
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Front Page

The QA2 can manage and control the entire activity of his/her account from this page.



Details of the front page are as follows:

1. The company logo and the site name are on the top frame of the page.
2. There is an orange Help image on every page that contains online help for that specific page.
3. Below the logo and name is the QA2 greeting with the current time and the last login time information as per EST.
4. The software version is displayed above the details of recent account activity.
5. Particulars of recent account activity are displayed next. The system shows the details of the last 50 activities of the account with the date, time of occurrence of event, type of event, accounts ID and IP address from where login was done. The recent activity log contains all of the past date details.
6. On the top right corner, there are two round buttons: Audio Archive and Doc (Document) Archive.
 - Audio Archive details all of the audio files assigned to the QA2.
 - Doc Archive displays the details of the document files.
7. To the right of Audio and Doc archives, there are two reports:
 - New for Download – This report shows the list of all the audio files that are to be downloaded by the QA2 for editing.
 - MT/QA Bench – This report shows the list of all the audio files that are being transcribed/edited by the MT/QA1 but are expected to come to the QA2 for further edit. The functionality of this feature is based on the fixed routing module. For instance, if workflow for the doctor is set as MT->QA1->QA2->Client, then the list of all the audio files uploaded by this doctor will be displayed in this report.

- Under Edit - This report shows the total number of audio files that are being edited. The QA2 can upload the files from this screen.

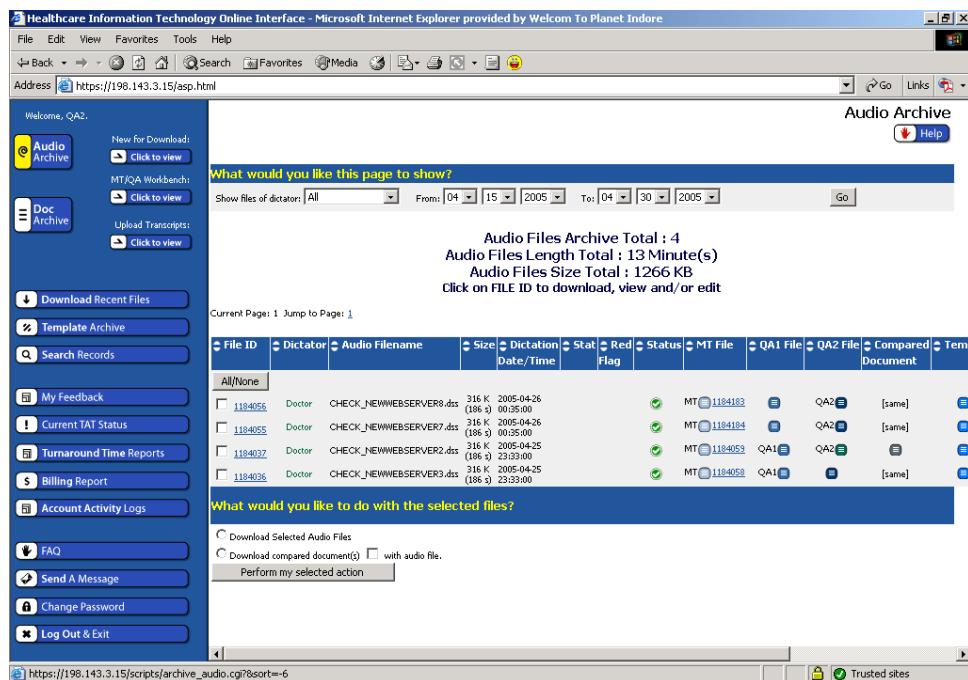
8. There are “Navigation Menu” options below these reports on the right blue bar of the page. These are the options available:

- Download Recent Files – This option helps the QA2 to download the audio files with one click.
- Template Archive – Template Archive shows the list of all the templates uploaded by the doctor.
- Search EPR – This option helps the QA2 to retrieve the audio and transcribed files depending upon the selected search criteria.
- My Feedback – This option helps the QA2 to generate the feedback report that he/she gives for the QA1’s performance.
- TAT Summary –This option displays the details of Turn Around Time for the audio files that are being edited.
- TAT Report – This option displays the details of Turn Around Time for completed (edited) files.
- Billing report – This option helps the QA2 to generate the billing report depending upon the selected criteria.
- Recent Activity Log – This option gives a detailed description of all the events occurring in the QA2’s account based on event for the selected duration.
- FAQ – These are frequently asked questions and answer to of the QA2’s general queries.
- Send a Message – In case of a technical or non-technical problem, the QA2 can send a message to the Site Administrator. There is no need to enter an email address or setup Outlook to use this web-based messaging function.
- Change My Password – The QA2 can change his/her account password through this option.
- Logout – The QA2 can logout by clicking this bottom.

At the end of the page, a hyperlink “email the administrator” appears which helps you to send a message to the Site Administrator in case of a technical or non-technical problem.

Audio Archive

Audio Archive stores all of the audio files (dictations) assigned to the QA2 for editing. This feature enables the QA2 to perform various activities. For instance, he/she can listen and download the audio files, download the compared documents, and monitor the audio file's status online. All of the files are sorted in descending order, starting from the most recent date. This page shows the activity of the last fifteen days by default but a date sorted report with other Report Criteria can also be generated.



Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore

File Edit View Favorites Tools Help

Address: https://198.143.3.15/asp.html

Welcome, QA2.

Audio Archive

New for Download: [Click to view](#)

MT/QA Workbench: [Click to view](#)

Upload Transcripts: [Click to view](#)

Doc Archive

Download Recent Files

Template Archive

Search Records

My Feedback

Current TAT Status

Turnaround Time Reports

Billing Report

Account Activity Logs

FAQ

Send A Message

Change Password

Log Out & Exit

What would you like this page to show?

Show files of dictator: All From: 04 To: 04 2005 2005 Go

Audio Files Archive Total : 4
Audio Files Length Total : 13 Minute(s)
Audio Files Size Total : 1266 KB
Click on FILE ID to download, view and/or edit

Current Page: 1 Jump to Page: 1

File ID	Dictator	Audio Filename	Size	Dictation Date/Time	Status	MT File	QA1 File	QA2 File	Compared Document
All/None									
1184056	Doctor	CHECK_NEWWEBSERVER3.dss	316 K	2005-04-26 (186 s) 23:33:00	<input checked="" type="checkbox"/>	MT 1184183	QA2	[same]	[same]
1184055	Doctor	CHECK_NEWWEBSERVER7.dss	316 K	2005-04-26 (186 s) 00:35:00	<input checked="" type="checkbox"/>	MT 1184184	QA2	[same]	[same]
1184037	Doctor	CHECK_NEWWEBSERVER2.dss	316 K	2005-04-25 (186 s) 23:33:00	<input checked="" type="checkbox"/>	MT 1184053	QA1	QA2	[same]
1184036	Doctor	CHECK_NEWWEBSERVER9.dss	316 K	2005-04-26 (186 s) 23:33:00	<input checked="" type="checkbox"/>	MT 1184058	QA1	[same]	[same]

What would you like to do with the selected files?

Download Selected Audio Files
 Download compared document(s) with audio file
Perform my selected action

https://198.143.3.15/scripts/archive_audio.cgi?sort=-6

Report Criteria

Report Criteria allows the QA2 to sort the report as per the required parameters. Dictator/Doctor can sort the report for a particular date range.

Steps to generate a report

1. Doctor Basis: Select the doctor who is the owner of the required audio files from the drop down list. By default, "All" doctors appear.
2. Date From – To: Select the date range for which the report of audio files of selected dictator is to be generated.
3. Click the "Generate Report" button.

As per the report criteria selected, the system shows the total number of audio files, the file length in minutes and the size in KB (kilo bytes). By default, a list of 100 files is shown per page. You can jump to another page from the Page List.

Column details:

All of the column buttons  are sorting buttons.

1. File ID – This column displays the unique file ID assigned automatically by the system to every audio file when the doctor uploads it. Click the link to File ID to perform the following functions:
 - Download this Audio File
 - Listen to this Audio File
 - View/Download the MT/QA1/QA2 document files if the file is “Complete.”
2. Dictator – This column shows the name of the doctor (dictator) to whom the audio file belongs. The dictator's font color signifies the priority set for him/her by the MT Admin. Red is for high priority, yellow is for medium priority and green is for low priority. Black is for normal (no priority). A mouse-over image also details this priority level.
3. Audio File Name – This column shows the audio file name.
4. Size – This column shows the audio file length in seconds and size in bytes. It shows 0 if no information is available in the file header information.
5. Dictation Date/Time – This column displays the upload date and time of the audio file by the doctor as per EST.
6. Stat – If the audio file is marked “Urgent” by the doctor at the time of upload, a red tick mark is shown to signify that this audio file is to be transcribed/edited on a priority basis.
7. Red Flag – The system provides the MT/QA1/QA2 with the option to red flag a file at the time of upload if there was a problem with the file that they want to refer to the senior editor or the MT Admin. This column shows a red flag image if the file was red flagged along with the account ID of the person who red flagged it.
8. Status – This column shows the file status. It helps the QA1 to track the file online through a color schema.



Yellow 1 – Under QA1: When the QA1 is editing the audio file; this column shows a yellow button (“1” image on it) with an “Under QA1” mouse-over image.



Yellow 2 – Under QA2: When the file is with the QA2 for further editing, it shows a yellow button (“2” image on it) with an “Under QA1” mouse-over image.



Green – Completed: After the final file is completed and uploaded for the doctor, it shows a green button (tick mark on it) with a “Completed” mouse-over image.



Green – e Signed: When the doctor e-signs the file, it shows a green button (“e” image on it) with an “e Signed” mouse-over image. Once a file is e signed, the system locks it so that no other operations can be performed on the document file.

9. MT File – This column shows the MT ID who was assigned the file for transcription. It also shows the transcribed file ID with a blue button  with a “View MT File” mouse-over image. Click the blue button to download or review the file.

10. QA1 File – This column displays the QA1 ID who was assigned the file for editing. If the QA1 has already uploaded the edited document file, it also shows a blue button  with a “View QA1 File” mouse-over image. Click it to download, update or review the file.

11. QA2 File – This column displays the QA2 ID who was assigned the file for further editing. If the QA2 has already uploaded the edited document file, it also shows a blue button  with a “View Document File” mouse-over image. Click it to download and review the file. If workflow for the doctor is set as MT->QA1->QA2->Client, it shows a dark green button  when the doctor has uploaded the corrected file against the QA2 file.

12. Compared Document – The QA2's document file is compared with the final file that has been uploaded for the doctor. This serves as direct feedback for the QA2 based so that he/she can improve his/her accuracy. This column shows “NA” when the file is not compared because the account is not set for file comparison, “Waiting” when the file is in the process of comparison and “Same when there were no changes made to this document file. While a dark blue button



signifies the compared document file. Click it to view the file.

13. Template – If the doctor has uploaded a template along with the audio file, or there has been an auto selection of the template by the system, this column shows the link in the form of a blue button for the template. Click it to perform the following functions:

- Download this Template
- View this Template

14. Attachment – The doctor can upload any attachment along with the audio file. This column

displays a paper clip image to signify that there is a file attachment with the audio file. Download the attachment by clicking this image.

15. Upload – This column shows an orange button to upload the document file against the corresponding audio file. It shows nothing if the document file has been already uploaded.

16. Remarks – The last column displays the dictator's (doctor's) remarks for the transcriptionist of the file. It shows “REJECTED” when the doctor rejects the file.

Checkbox Functions

At the bottom of the page, there are certain checkbox functions to facilitate group activity on a single click. The QA1 can check-mark selected the audio files and can perform the following functions on all the files simultaneously:

- Download Selected Audio Files
- Download Compared Document(s) with the option of downloading audio file(s) of the doctor selected from the drop down list. By default, “All” doctors is selected.

Steps to play/listen an audio file:

1. In the first column, click on the File ID. The hyperlink will redirect you to a page showing the details of the file.
2. At the bottom, click the “Listen to this audio file” button.

Steps to download an audio file:

There are two ways to download an audio file.

First Way

1. Click on the check box in front of the file ID you want to download.
2. You can select multiple files to download.
3. Go to the bottom of the page and select the “Download Selected Audio files” button.
4. Click the “Perform Checkbox Operation” button.

Second Way (To download a single file)

1. Click on the File ID you want to download. The hyperlink will redirect you to a page showing the details of the file.

2. At the bottom, click the “Download this Audio file” button.

Steps to update the file information:

1. Click on the blue button in the the QA2 File column. The hyperlink will redirect you to a page showing the details of the file.
2. Update the required information.
3. At the bottom, click the “Update File Information” button.

Steps to upload the document file:

1. Click the orange button in the “Upload” column.
2. Browse the local hard drive for the document file.
3. Enter the information as required.
4. Click the “Upload and Attach Selected File(s) button.”

Steps to download or view MT/QA1/QA2 document files:

Document Files can be downloaded in two ways:

First Way

1. In the first column, click the ID of the file. This will redirect you to the page showing all of the details of the file. This page will show a blue button for the MT/QA1/QA2 file in the following cases:
 - If status is yellow2 (i.e. file is with you), blue buttons for the MT file and the QA1 file will be displayed.
 - If status is yellow2 (i.e. file is with you) but you have red flagged it, then the file goes to the MT Admin, blue buttons for the MT file, the QA1 and the QA2 files will be displayed.
 - If status is green (completed), blue buttons for the MT file, the QA1 file as well as the QA2 file will appear.
2. Click the corresponding blue button to view the MT/QA1/QA2 file. A new screen will appear.
3. Click the “Download this Document” or the “View this Document” button as required.

Second Way

1. Click on the blue button in the MT/QA1/QA2 file column as required. The hyperlink will redirect you to a page showing all of the details of the file.
2. Click the “Download this Document” button.

Steps to listen the audio file as well as view the corresponding transcribed file:

1. Click on the blue button or the document file ID in the MT/QA1/QA2 file column. The hyperlink will redirect you to a page showing all of the details of the file.
2. At the bottom, click the “Review Audio/Doc” button. This enables the MT to review the transcribed file while listening to the audio file.

Steps to download compared document files:

1. Click on the check box in front of the file ID whose compared document the QA1 wants to download.

2. Multiple files can be selected.
3. Go to the bottom of the page and select the "Download compared document(s)" button. If audio file is also to be downloaded, then select the check box also.
4. Select the MT from the combo box.
5. Click the "Perform Checkbox Operation" button.

Steps to download template:

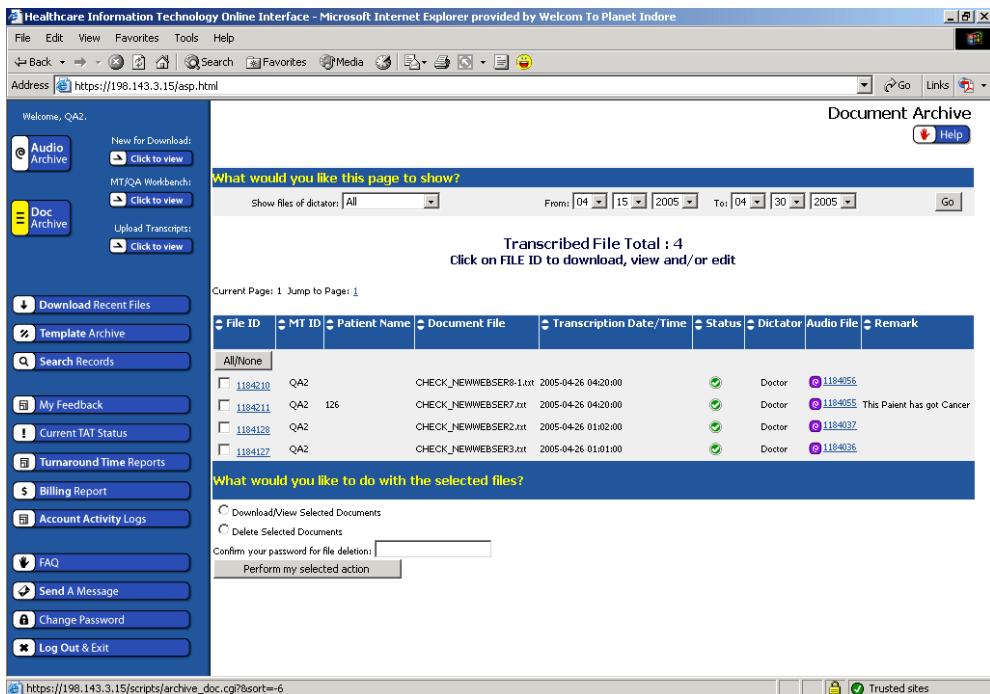
1. Click the blue button in the "Template" column. The hyperlink will redirect you to a page showing the details of the template.
2. Click the "Download this Template" button.

Steps to view template:

1. Click the blue button in the "Template" column. The hyperlink will redirect you to a page showing the details of the template.
2. Click the "View this Template" button.

Doc Archive

Document Archive stores all the transcribed reports uploaded by the QA2. He/she can view, download, and delete document files, update the file information, listen to the linked audio file and review both audio and document files simultaneously. He/she can also track the status of the document files. All of the files are sorted in descending order, starting from the most recent date. This page shows the activity of the last fifteen days by default, but a date sorted report with other Report Criteria can also be generated.



File ID	MT ID	Patient Name	Document File	Transcription Date/Time	Status	Dictator	Audio File	Remark
All/None								
<input type="checkbox"/> 1184210	QA2		CHECK_NEWWEBSER8-1.txt	2005-04-26 04:20:00	<input checked="" type="checkbox"/>	Doctor	1184056	
<input type="checkbox"/> 1184211	QA2	126	CHECK_NEWWEBSER7.txt	2005-04-26 04:20:00	<input checked="" type="checkbox"/>	Doctor	1184055	This Patient has got Cancer
<input type="checkbox"/> 1184212	QA2		CHECK_NEWWEBSER2.txt	2005-04-26 01:02:00	<input checked="" type="checkbox"/>	Doctor	1184037	
<input type="checkbox"/> 1184127	QA2		CHECK_NEWWEBSER3.txt	2005-04-26 01:01:00	<input checked="" type="checkbox"/>	Doctor	1184036	

Report Criteria

Report Criteria allows the QA2 to sort the report as per required parameters. Report can be sorted on dictator/doctor basis for a particular date range.

Steps to generate a report

1. Doctor Basis: Select the doctor for whom you uploaded the required document files from the drop down list. By default, "All" doctors appear.
2. Date From – To: Select the date range for which the report of document files of the selected dictator is to be generated.
3. Click on the "Generate Report" button.

As per the report criteria selected, the system shows the total number of transcribed files. By default, a list of 100 files is shown per page. You can jump to another page from the Page List.

Column details:

All of the column blue buttons  are sorting buttons.

1. File ID – This column shows the unique file ID assigned automatically by the system to every edited file when the QA2 uploads it. Click the File ID to perform the following functions:
 - Update File Information
 - Download this Document
 - View this Document
2. Patient Name – This column shows the patient/client name.
3. Document File – This column depicts the document file name.
4. Transcription Date/Time – This column shows the details of file upload date and time of the edited file by the QA2 as per EST
5. Status – This column shows the file status. It helps the MT to determine the file status, which is depicted in a color schema to make it clearly visible.



Red – For Approval: When the QA2 uploads the document file but the doctor has not downloaded it, this column shows a red button with a “For Approval” mouse-over image.



Green – Approved: When the doctor downloads the document file, this column displays a green button with an “Approved” mouse-over image. The transcribed file must be downloaded by the doctor.



Green – e Signed: When the doctor e-signs the document file, this column shows a green button (“e” image on it) with an “e Signed” mouse-over image.

6. Dictator – This column shows the name of the doctor (dictator) to whom the audio file belongs.
7. Audio File – This column shows the audio file ID. It also displays a green button  signifying that file is online. Click it to perform the following functions:
 - Download this Audio File
 - Review Audio/Doc

It displays a red button  to show that the audio file is offline. Click this button to send a message to the Admin requesting to get the file online.
8. Remarks – If the QA2 had a problem while editing the audio file and he/she feels that it should be brought to the doctor’s attention, the system provides the option to add a remark to the audio file while uploading the document file. This column displays this remark for the file.

Checkbox Functions

At the bottom of the page, there are certain checkbox functions to facilitate group activity on a single click. The QA2 can check-mark selected audio files and can perform the following functions on all of the files at once:

- Download/View Selected Documents
- Delete Selected Documents

Steps to update the file information:

You may only update the file information for your document file, not the MT or the QA1 accounts.

1. Click on the ID in the File ID column. The hyperlink will redirect you to a page showing all of the details of the file.
2. Enter the required information.
3. At the bottom, click “Update File Information” button.

Steps to download/view an edited report:

There are two ways to download a document file through Doc Archive:

1. To download multiple files at a time:

- Click on the check box in front of the file ID you want to download.
- You can select multiple files to download.
- Go to the bottom of the page and select the "Download/View Selected Documents" button.
- Click the "Perform Checkbox Operation" button.

2. To download a single file:

- Click on the File ID you want to download. The hyperlink will redirect you to a page showing the details of the document file.
- At the bottom, click the "Download this Document" or the "View this Document" button as required.

Steps to listen the audio file as well as view the corresponding transcribed file:

1. In the Audio File Column, click the file ID or the green button. The hyperlink will redirect you to a page showing the details of the audio file.
2. At the bottom, click the "Review Audio/Doc" button. This enables you to correct the transcribed file while listening to the audio file.

Steps to delete the transcribed file:

1. Select the files to be deleted by enabling the check boxes in the File ID column.
2. Go to the bottom of the page.
3. Select the "Delete Selected Documents" button.
4. Enter your account password in the text box next to "Confirm your password for file deletion:" to assure the system that an authorized user is deleting the file.
5. Click the "Perform Checkbox Operation" button.
6. Enter the reason for the file deletion.
7. Click the "Delete Selected Files" button.

Steps to play (listen to) an audio file:

1. In the first column, click on the File ID. The hyperlink will redirect you to a page showing the details of the document file.
2. At the bottom, click the blue button. The hyperlink will again redirect you to a page showing the details of the corresponding audio file.
3. At the bottom, click the "Listen to This Audio File" button.

Steps to download an audio file:

First Way

1. In the first column click on the File ID. The hyperlink will redirect you to a page showing the details of the file.

2. At the bottom, click the blue button. The hyperlink will again redirect you to a page showing the details of the corresponding audio file.
3. At the bottom, click the “Download this Audio File” button.

Second Way

1. In the Audio File Column, click the file ID. The hyperlink will redirect you to a page showing all of the details of the audio file.
2. At the bottom, click the “Download This Audio File” button.

Steps to send messages to the administrator requesting him/her to make files again online:

1. Click the red button in the Audio File column.
2. Enter the email in the text box. Send the email to another person through the option of CC.
3. Click the “Send” button.

New for Download

New for Download stores all of the audio files which are still to be downloaded by the QA2 for editing. He/she can download and listen to the audio files and download the compared documents. At the top of the page, a count of the files that are new for download, their total length in minutes and their total size in KB (KiloBytes) is displayed. As the QA2 downloads the files, the count of this store decreases. By default, a list of 100 files is shown per page. You can jump to another page from the Page List

The screenshot shows a Microsoft Internet Explorer window with the title "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows the URL <https://198.143.3.15/asp.html>. The main content area is titled "New for Download". At the top right of this area, there is a "Help" button. Below the title, it says "New Audio Files for Download : 19" and "Audio Files Length Total : 73 Minute(s)". It also states "Audio Files Size Total : 6371 KB" and "Click on FILE ID to download, view and/or edit". A table lists 19 audio files. The columns are: File ID, Dictator, Audio Filename, Size, Dictation Date/Time, Stat, MT File, QA1 File, QA2 File, Compared Document, and Temp. The "Stat" column contains red circular icons with white numbers indicating priority levels (1, 2, 3, 4, 5). The "MT File" column contains blue circular icons with white numbers indicating transcription status (1, 2, 3, 4, 5). The "QA1 File" and "QA2 File" columns contain green circular icons with white numbers indicating QA status (1, 2, 3, 4, 5). The "Compared Document" column contains grey circular icons with white numbers indicating comparison status (1, 2, 3, 4, 5). The "Temp" column contains blue circular icons with white numbers indicating temporary status (1, 2, 3, 4, 5). The "Size" column shows file sizes in KB and seconds. The "Dictation Date/Time" column shows the upload date and time. The "File ID" column contains hyperlinks to the audio files. The sidebar on the left includes links for "Audio Archive", "Doc Archive", "Download Recent Files", "Template Archive", "Search Records", "QA Feedback Reports", "My Feedback", "Current TAT Status", "Turnaround Time Reports", "Billing Report", "Account Activity Logs", "FAQ", "Send A Message", and "Change Password".

Column details:

All of the column buttons are sorting buttons.

1. File ID – This column displays the unique file ID assigned automatically by the system to every audio file when the doctor uploads it. Click the file ID hyperlink to perform the following functions:
 - Download this Audio File
 - Listen to this Audio File
2. Dictator – This column shows the name of the doctor (dictator) to whom the audio file belongs. The dictator's font color signifies the priority set for him/her by the MT Admin. Red is for high priority, yellow is for medium priority and green is for low priority. Black is for normal (no priority). A mouse-over image also details this priority level.
3. Audio File Name – This column displays the audio file name.
4. Size - This column displays the audio file length in seconds and size in Kbytes. It shows 0 sec/K if no information is available in the file header information.
5. Dictation Date/Time – This column shows the details of upload date and time of the audio file by the doctor as per EST.
6. Stat – If the audio file is marked “Urgent” by the doctor at the time of upload, a red tick mark is shown to signify that this audio file is to be transcribed/edited on a priority basis.

7. Red Flag – The system provides the MT/QA1/QA2 with the option to red flag a file at the time of upload if they had any problem with the file that they want to refer to the senior editor or the MT Admin. This column shows a red flag image if the file was red flagged along with the account ID of the person who red flagged it.

8. Status – This column shows the file status.



Yellow2 - Under QA2: When the file is assigned to the QA2, it shows a yellow button ("2" image on it) with an "Under QA2" mouse-over image. When the QA2 downloads the file, this file stops displaying here.

9. MT File – This column shows the MT ID and his/her file ID with a blue button. Click it to download or review the MT File.

10. QA1 File – This column shows your QA1 ID and his/her file ID with a blue button. Click it to download or review the MT File.

11. QA2 File – Shows the ID of the QA2 who further edited the file.

12. Compared Document – The MT's document file is compared with the QA1's edited file. The MT is required to know his/her mistakes so the compared document is generated for him/her. This column shows "NA" when the file is not compared, "Waiting" when file is in the process of comparison and "Same" when the file is uploaded by the QA1 and a dark blue button to view the compared document of MT.

13. Template – If the doctor has uploaded a template along with the audio file, or if there has been an auto selection of the template by the system, this column shows the link in the form of a blue



button for the template. Click the blue button to perform the following functions:

- Download this Template
- View this Template

14. Attachment – The doctor can upload an attachment along with his/her audio file. This column displays a paper clip image to signify that there is a file attachment with the audio file. Download the attachment by clicking this image.

15. Upload – This column displays an orange button with an up arrow. The MT can upload the document file against the audio file by clicking it.

16. Remarks – The last column depicts the dictator's (doctor's) remarks for the transcriptionist of the file.

Steps to download an audio file:

There are two ways to download an audio file:

1. To download multiple files at a time:

- Click on the check box in front of the file ID you want to download.
- You can select multiple files to download.
- Go to the bottom of the page and select the "Download Selected Audio files" button.
- Click the "Perform Checkbox Operation" button.

2. To download a single file:

- In the first column, click on the File ID you want to download. The hyperlink will redirect you to a page showing the details of the file.
- At the bottom, click the "Download this Audio file" button

Steps to play an audio file:

1. In the first column, click on the File ID. The hyperlink will redirect you to a page showing the details of the file.
2. At the bottom, click the "Listen to this audio file" button.

Steps to download or review the MT/QA1 Files:

1. Click on the blue button in the MT File or QA1 File column. The hyperlink will redirect you to a page showing the details of the file.
2. Click on the "View this Document" button.

Steps to download compared documents:

1. Click on the check box in front of the file ID you want to download for compared documents.
2. Multiple files can be selected.
3. Go to the bottom of the page and select the "Download Compared Documents" button and tick mark the check box if the audio file is to be downloaded also.
4. Click the "Perform Checkbox Operation" button.

Steps to download the template:

1. Click the blue button in the "Template" column. The hyperlink will redirect you to a page showing the details of the template.
2. Click the "Download this Template" button.

Steps to view the template:

1. Click the blue button in the "Template" column. The hyperlink will redirect you to a page showing the details of the template.
2. Click the "View this Template" button.

MT/QA Bench

The MT Bench folder stores all of the audio files that are expected to come to the QA2 for edit. This feature is based on the fixed routing module. If workflow for the doctor is MT->QA1->QA2->Client and the Workpool type is fixed, then this screen displays all of the audio files which are with the MT/QA1 for transcription/editing but will be routed to the QA2 by the system when they are uploaded by the MT/QA. Activities cannot be performed from this screen as it is a view only screen. This feature helps you schedule your work.

Column details:

All of the column buttons are sorting buttons.

1. File ID – This column displays the unique file ID assigned automatically by the system to every audio file when the doctor uploads it.
2. Dictator – Dictator – This column shows the name of the doctor (dictator) to whom the audio file belongs. The dictator's font color signifies the priority set for him/her by the MT Admin. Red is for high priority, yellow is for medium priority and green is for low priority. Black is for normal (no priority). A mouse-over image also details this priority level.
3. Audio File Name – This column shows the audio file name.
4. Size - This column shows the length of the audio file in seconds and size in bytes. It shows 0 if no information is available in the file header information.
5. Dictation Date/Time – This column displays the upload date and time of the audio file by the doctor as per EST.
6. Stat – If the audio file is marked “Urgent” by the doctor at the time of upload, a red tick mark is shown which signifies that this audio file is to be transcribed/edited on a priority basis.
7. Red Flag – The system provides the MT/QA1/QA2 with the option to red flag a file at the time of upload if they had a problem with the file and they want to refer it to the senior editor or the MT Admin. This column shows a red flag image if the file was red flagged along with the account ID of the person who red flagged it.

8. Status – This column shows the file status.



Red: When an audio file is still required to be downloaded by the MT, this column shows a red button with an "In Transit" mouse-over image.



Yellow: If the audio file is with the MT for transcription, it displays a yellow button with an "In Process" mouse-over image.

9. MT – This column shows the MT ID who transcribed the file.
10. QA1 – This column displays the ID of the QA1 who will edit the file. This value is shown depending upon the workflow and routing setting for the doctor.
11. QA2 – This column displays your ID as the file may come to you for editing, depending upon the workpool type.
12. Remarks – The last column depicts the dictator's (doctor's) remarks for the transcriptionist of the file.

Under Edit

“Under Edit” shows all of the files that are being edited by the QA2. The QA2 can upload the transcribed files against the respective audio file from this screen. He/she can also add various attributes to the file while uploading it if the information is available.

The screenshot shows a Microsoft Internet Explorer window for the "Healthcare Information Technology Online Interface". The title bar reads "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows the URL "https://198.143.3.15/asp.html". The main content area is titled "Upload Transcripts". On the left, there is a sidebar with various links: "Audio Archive" (with "New for Download" and "Click to view"), "Doc Archive" (with "MT/QA Workbench" and "Click to view"), and "Upload Transcripts" (with "Click to view"). Below these are links for "Download Recent Files", "Template Archive", "Search Records", "My Feedback", "Current TAT Status", "Turnaround Time Reports", "Billing Report", "Account Activity Logs", "FAQ", "Send A Message", "Change Password", and "Log Out & Exit". The main area has a section titled "Upload Criteria" with dropdowns for "Dictator Basis" (set to "All"), "MT Basis" (set to "All"), and "Stat File(s)". A "View Files" button is below this. A note says "Current Page: 1 Jump to Page: 1". Another note says "Note: This screen only shows files from the last 60 days, please check the Audio Archive for older files." A message below states "Please note that it is mandatory to select a File Rating for each edited QA document. However, files that are approved will be automatically rated as "Excellent (No Edits)" (no File Rating selection is necessary)." There is a "Upload/Approve Now" button and a checkbox for "Check to Approve ALL files on THIS page (No Edits)". A table titled "Audio Files Total : 5" shows the following data:

File ID	Dictator	Audio Filename	Size	Dictation Date/Time	Stat	Red Flag	Remark
1034465	Viv Doc1	m4.ds	316 K (186.3)	2005-03-02 04:10:00			

Below the table, there is a section for "Approve this file (No edits, no new upload) -> ". It includes fields for "Document to upload:" (with a "Browse..." button), "Patient Name:" (with a dropdown), "Patient SSN:" (with a dropdown), "DOB:" (with a dropdown), "Consultation Date:" (with a dropdown), "Admit Date:" (with a dropdown), "Operation Date:" (with a dropdown), "Expiry Date:" (with a dropdown), "Sex:" (with radio buttons for Male and Female), and "Red Flag this file -> ". At the bottom of the screen, the URL "https://198.143.3.15/scripts/multidoc_upload.cgi?recent=2" is visible.

Upload Criteria

The QA1 can sort the files by dictator, MT or by stat files. For instance, if the MT selects dictator sort, the system will display the files that are owned by the selected doctor. This makes upload easier for the MT.

1. Enable (Select) the required criteria button.
 - Dictator Basis – Select the dictator from the drop down list. By default, “All” is selected.
 - MT Basis – Select the MT from the drop down list. By default, “All” is selected.
 - Stat – If this option is selected, all of the files marked as stat (urgent) by the doctors are displayed by the system.
2. Click the “View Files” button.

The files will be displayed according to the selected criteria.

By default, 50 files are shown per page. You can jump to another page from the Page List to view rest of the files. An “Upload/Approve Now” button at the top and the bottom of the screen will help you to upload the document files. Click it to upload the document files. The total number of files being transcribed is displayed at the top of the list of files.

Column Details

All of the column buttons  are sorting buttons.

1. File ID: This column displays the unique file ID assigned automatically by the system to every audio file when the doctor uploads it. Click the File ID hyperlink to perform the following functions:
 - Download this Audio File
 - Listen to this Audio File
2. Dictator: This column shows the doctor's login ID.
3. Audio File Name: This column shows the audio file name.
4. Size: This column shows the length of the file both in seconds as well as in bytes. It shows 0 if no information is available in the file header information.
5. Dictation Date/Time: This column displays the upload date and time of the audio file by the doctor as per EST.
6. Stat: If the audio file is marked "Urgent" by the doctor at the time of upload, a red tick mark is shown to signify that this audio file is to be transcribed/edited on a priority basis.
7. Remark: The last column displays the dictator's (doctor's) remarks for the transcriptionist of the file.

Other Details – if the doctor does not provide all the information, leave those options blank.

- Document to Upload: Use the "Browse" button to search your local drive for the transcribed file that is to be uploaded against the audio file.
- Red Flag this file: The system provides you with the option to red flag the file if you had a problem with the file and want to refer it to the MT Admin. Check this option and it will red flag the file.
- Patient Name: Enter the patient name in this text box.
- Report Type: Select the report type from the drop down list.
- Provider Name: Enter the name of the provider (dictator/doctor).
- Medical Record#: Enter the patient's medical record number.
- Insurance Policy: Enter the patient's insurance policy.
- Location: Select the location where the audio file was dictated from the drop down list.
- Referring Physician: Enter the name of the physician who was referred to by the doctor/dictator.
- Patient SSN: Enter the patient's social security number.
- DOB: Date of Birth: Select the patient's date of birth.
- Consultation Date: Select the date when the patient last consulted the doctor.
- Admit Date: Select the date when the patient was admitted if applicable.
- Operation Date: Select the date when the patient was operated upon.
- Expiry Date: Select the date of expiry of the patient if applicable.
- Sex: Select the appropriate button.
- File Comment: The system provides the option to add a comment to the audio file if required. For instance, if the QA2 had a problem while editing the file due to unclear voice of the doctor or for any other reason, he/she can add a comment to bring it to the doctor's attention.
- File Rating: The system gives the QA2 the option to give his/her feedback regarding the QA1's performance by rating the QA1 file. Choose one from this list depending upon the requirement.
- Rating Comment: The QA2 can also add a file rating comment so that the QA1 gets direct feedback.

Steps to Download the Document File:

- Click the hyperlink to ID in the file ID column. You will be redirected to the page giving all the details of the file.
- Click the blue button next to the “Linked Document File” to download the MT file or the QA1 file. You will be redirected to a new page showing all of the details of the document file.
- Click the “Download this Document” button.

Steps to View the Document File:

- Click the hyperlink to ID in the file ID column. You will be redirected to the page giving all of the details of the file.
- Click the blue button next to “Linked Document File” to view the MT file or the QA1 file. You will be redirected to a new page showing all of the details of the document file.
- Click the “View this Document” button.

Steps to upload the files:

1. Browse the local drive for the edited file against the respective audio file.
2. Enter all the required information.
3. If you want to red flag the file, enable the check box at the right top.
4. You can also put the file comment for the doctor at the bottom.
5. Click the “Upload/Approve Now” button.

A new screen will appear confirming the upload of files.

Steps to download the audio file:

- Click the hyperlink to ID in the file ID column. You will be redirected to the page giving the details of the file.
- Click the “Download this Audio File” button.

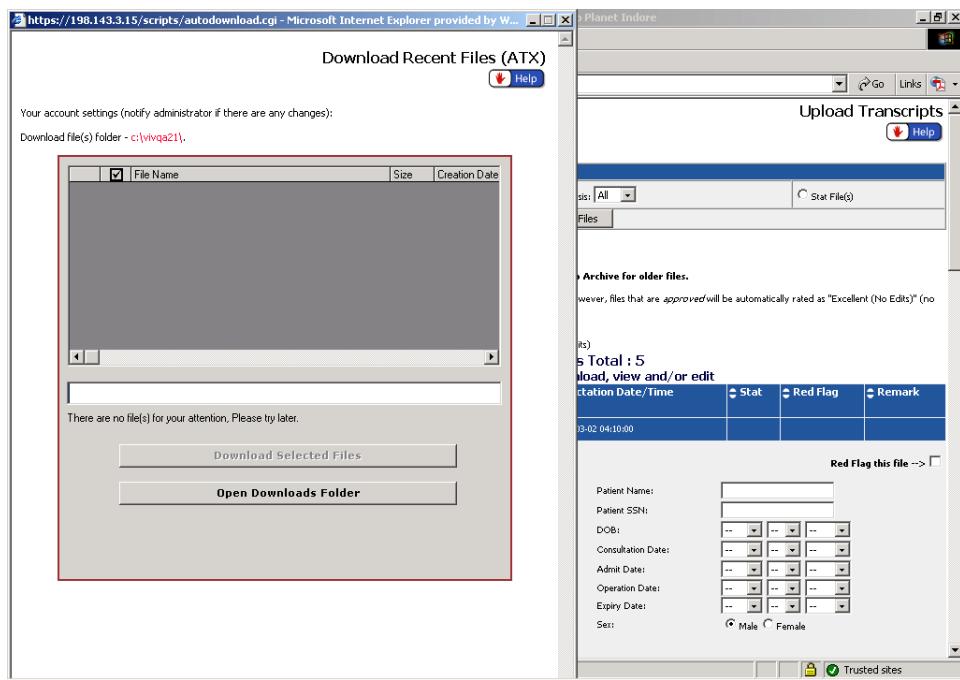
Steps to listen to/play the audio file:

- Click the hyperlink to ID in the file ID column. You will be redirected to the page giving the details of the file.
- Click the “Listen to this Audio File” button.

Download Recent Files

Installation:

1. Tell the site administrator the exact location address of the folder on your PC where you want the audio files to be downloaded. For example, the address might be c:/audio.
2. This one-time installation process is automatic. It might take up to 15 minutes to download and install the program file based on your Internet connection. The size of the program file is 1 MB.
3. To confirm that the software is installing, move your cursor over the address bar that reads: "https://198.143.3.15/scripts/autodownload.cgi - Microsoft Internet Explorer." If the cursor icon changes, then the software is being downloaded. Wait until it is finished. If the cursor icon does not change, check your Internet connection and make sure your Windows configuration is up-to-date. To update your Windows configuration open Internet Explorer, go to "Tools" and click "Windows Update."
4. The software will automatically install itself after it is downloaded. After successful installation, you will see a grid on the same page showing document files ready for download, if there are any.



Functionality:

This program downloads all of the files awaiting download to a specified directory on the user's machine so that the user does not have to manually download individual files. The system shows all of the files in the Download Grid, and based on user selection, files are downloaded to the specified Downloads Folder and printed (if selected). The system can also be set to automatic where the system keeps checking for the files to be downloaded after a fixed interval and will download them to the Downloads Folder and print them without user initiation. The progress bar

shows the file download status and provides a confirmation message after downloading is complete.

FAQ:

1. What is the Downloads Folder?

The Downloads Folder is where all of the files that are to be downloaded are copied.

2. What file formats can be downloaded?

All file formats as specified in the account settings can be downloaded, including, but not limited to .wav, .dss, .mp3, .vox, .doc, .txt, .rtf. These file formats must be configured for your account to prevent the download of any unwanted files or viruses. Please confirm with the site administrator which file types are allowed for your account.

3. What is the automatic download procedure and how can I set this for my account?

The system can be set to automatic where it will keep checking the servers after a fixed interval. It will download available files to the Downloads Folder without user initiation. The user does not have to select the files for download and the system runs on its own. This module runs automatically until the Multiple File Download window is open and the user is logged onto the system. Please contact the site administrator to enable this feature on your account.

4. What needs to be done if I want to change the folder address?

Please notify the site administrator with the exact address of the new folder. Send a message through the "Send a Message" feature on the system.

5. What should I do if the download program is not working?

First, make sure that the software is properly installed on your computer. The way to confirm this is to see if the Downloads Grid is displayed on the Download Window. If the Downloads Grid is there, the problem may be that the site administrator does not have the exact location address of the Uploads Folder on your PC. Check your Internet connection also.

Template Archive

The Template Archive stores all of the templates uploaded by the doctor for the MT/QA1/QA2. The QA1 has the flexibility to view and download the templates from this screen. The count of total number of templates is displayed at the top of the page.

Template ID	Template Name	File Name	Owner ID	Default	Last Modified Date	Remarks
1184200	NewWebServer Template	CHECK_NEWWEBSER10.txt	Doctor	✓	2005-04-26 04:07:00	Template
1034494		testfay4.doc	Viv Doc1		2005-03-02 04:40:00	good
508396		test_temp4.doc	Viv Doc1		2004-08-03 02:48:00	
508394		test_temp5.doc	Viv Doc1		2004-08-03 02:48:00	
498125	test_temp	test_DL_ATX4.txt	Viv Doc1		2005-04-26 00:29:00	TB
1176115		1019346-03292005_MT.txt	Doctor		2005-04-22 00:33:00	
129411		Dummy333.doc	Viv Doc1		2003-10-09 11:26:00	
537240	test template	Test_file4.txt	Viv Doc1		2005-01-20 08:24:00	test template
508412	TMN@HJ	emailtest1.DOC	Viv Doc1		2004-08-04 07:25:00	Please use this templated for stat files now on
118290	Modified Template	new_temp4.doc	Viv Doc1		2004-08-02 10:51:00	Test Template
605136	modify1 temp	90426850-09072004-2.txt	Viv Doc1		2004-10-26 04:38:00	this template use for orthopedics report
108627	KKSH1	new_temp3p48.doc	Viv Doc1		2004-08-14 08:55:00	TEMPALTE Testing2
509115	Testing Template	qa_uplevel126.doc	Viv Doc1		2004-07-31 05:51:00	
508402		test_temp1.doc	Viv Doc1		2004-08-03 02:48:00	
508415		test_temp6.doc	Viv Doc1		2004-08-03 02:50:00	
508414		test_temp7.doc	Viv Doc1		2004-08-03 02:50:00	
528021		temp2.doc	Viv Doc1		2004-12-10 03:01:00	
526665		test_doccheck3.doc	Viv Doc1		2004-08-12 10:05:00	

Column details:

All of the column buttons are sorting buttons.

1. Template ID: This column shows the unique ID assigned automatically by the system to every template when the doctor uploads it.
2. Template Name: This column displays the name given to the template by the doctor while uploading it.
3. File Name: This column displays the actual name of the template file with its extension.
4. Owner ID: This column shows the doctor (doctor) ID who uploaded the template file.
5. Default: The doctor has the flexibility to mark a template as default while uploading it so that the system automatically picks up this template whenever he/she uploads an audio file. If the doctor uploads any other template along with the audio file, the system picks up this template and not the default one. This column shows a tick mark with a "Default" mouse-over image if the template is default.
6. Last Modified Date: This column shows the date when the last modification was made to the template.
7. Remarks: This column shows the comment made by the doctor.

Checkbox Functions

At the bottom of the page, there is a checkbox function to facilitate multiple template download on a single click. The QA2 can check-mark the templates and can perform the following function:

- Download Selected Templates

Steps to download the templates:

There are two ways to download template file through Template Archive:

1. To download multiple template files at a time:

- Click on the check box in front of the Template ID you want to download.
- You can select multiple templates to download.
- Go to the bottom of the page and select the "Download Selected Templates" button.
- Click the "Perform Checkbox Operation" button.

2. To download a single file:

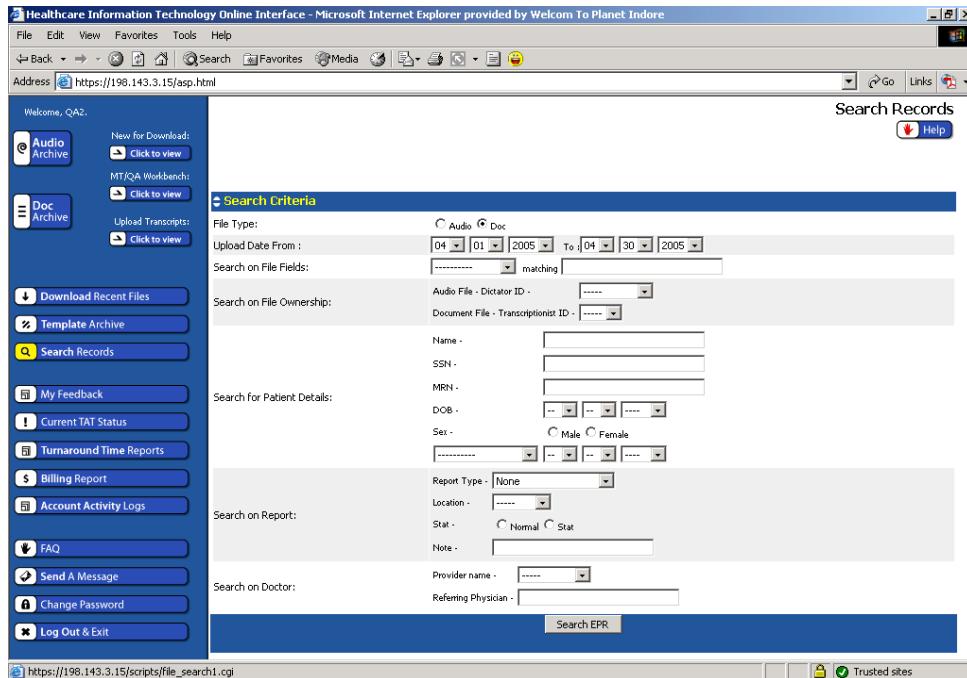
- Click on the Template ID you want to download. The hyperlink will redirect you to a page showing the details of the file.
- At the bottom, click the "Download this Template" button.

Steps to view the template:

1. Click the blue button in the "Template" column. The hyperlink will redirect you to a page showing the details of the template.
2. Click the "View this Template" button.

Search Records

Search EPR is one of the most attractive features of our system. It helps the QA1 to retrieve the medical (patient) records according to the selected search criteria. He/she can search the files (both audio and transcribed) by various criteria: file type, file fields, file ownership, patient details, report type, and doctor details for a particular duration.



The screenshot shows a Microsoft Internet Explorer window with the title "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows the URL <https://198.143.3.15/asp.html>. The main content area is titled "Search Records". On the left, there is a sidebar with various links: "Welcome - QA2", "Audio Archive" (with "New for Download" and "Click to view"), "Doc Archive" (with "MT/QA Workbench" and "Click to view"), "Upload Transcripts" (with "Click to view"), "Download Recent Files", "Template Archive", "Search Records" (highlighted in yellow), "My Feedback", "Current TAT Status", "Turnaround Time Reports", "Billing Report", "Account Activity Logs", "FAQ", "Send A Message", "Change Password", and "Log Out & Exit". The main search criteria section is titled "Search Criteria" and includes fields for "File Type" (radio buttons for "Audio" and "Doc", with "Doc" selected), "Upload Date From" (dropdowns for day, month, year, and time), "Search on File Fields" (dropdown for "matching" and a text box), "Search on File Ownership" (dropdowns for "Audio File - Dictator ID" and "Document File - Transcriptionist ID"), "Search for Patient Details" (fields for Name, SSN, MRN, DOB, Sex, and Report Type), "Search on Report" (fields for Location, Stat, and Note), and "Search on Doctor" (fields for Provider name and Referring Physician). At the bottom is a "Search EPR" button.

Search Criteria are based on the following points:

1. File Type - Search the files by its type, either audio or document.
2. Upload Date From – To: Select the period when you think the file/files was/were uploaded.
3. Search on File Fields – Search the files by their fields as mentioned below:
 - File ID - Search the file by the File ID assigned to it by the system when it was uploaded. Select “File ID” from the drop down list and enter the required file ID in the text box next to “matching.”
 - File Name – Files can also be searched by their names. Select the “File Name” from the drop down list and enter the required file name in the text box next to “matching.”
 - File Extension – Files can also be searched by their extension. Select “File Extension” from the drop down list and enter the required file extension. For instance, .wav, .dss for audio files or .doc, .txt for document files.
4. Search on file Ownership - Search the file on the following ownership basis:
 - Audio File - Dictator ID: Search the file by the Dictator ID to whom the file belongs. Select the particular dictator from the drop down list.
 - Document File - Transcriptionist ID – Search the file by your own ID.
5. Search for Patient Details - Search the file by entering the details of the patient as mentioned below:
 - Name – Enter the patient’s name.
 - SSN – Social Security Number
 - MRN – Medical Record Number

- Date of Birth – Patient's date of birth
- Sex – Patient's gender
- Dates – Files can be searched by important dates as shown below:
 - Date of Consultation – When the patient consults the doctor.
 - Date of Admission – When the patient is admitted to the hospital or clinic.
 - Date of Operation – When the patient is operated upon.

6. Search on Report - Search the file depending on the following criteria:

- Report type – There can be different types of reports depending upon the specialization areas in the medical field such as ophthalmology, orthopedics, operative etc. Search the file by its type.
- Location – The system allows the doctor to dictate the audio file from locations such as home, the hospital, the clinic, or a department within the hospital. The file can also be searched by the location where it was dictated.
- Stat (urgent) - Search the file by how it was marked: stat (urgent) or a normal file.
- Note- Files can also be searched by a notes attached to the file while uploading it.

7. Search on Doctors - Search the file on the following bases also:

- Providers Name – Name of the doctor (dictator) who dictated the audio file.
- Referring Physician – Name of the physician who has been referred to the patient by the doctor (dictator).

Steps to search files:

1. Select the Audio or the Document button as required.
2. Select the approximate date duration, i.e. the time period when you think the file was uploaded.
3. Search for the files by any file field. Select the appropriate field from the drop down list and enter the required value in the text box.
4. Search for the files by file ownership. Select the dictator ID for an audio file and the transcriptionist ID for a document file from the respective drop down lists.
5. Search for the files by patient details. Enter the patient information such as name, SSN, MRN, date of birth, sex, admit date, consultation date, or operation date. It is not necessary to enter all of the patient details to search for the file.
6. Search for the files by report details. Enter the required information in the fields such as report type, location, stat (urgent), and note.
7. Search for the files by doctor details. Enter the available information such as doctor (provider) name and referring physician.
8. Click the "Search EPR" button.

Steps to search the files by file fields:

1. Select the file type, either audio or document
2. Select the duration.
3. Select the search field: File ID, File Name or File Extension and then enter the required matching value for the field selected.
4. Click the "Search EPR" button.

Steps to search the files by file ownership:

1. Select the dictator ID from the combo box if you are searching for the audio file.
2. Select the transcriptionist ID from the combo box if you are searching for the document file.

3. Click the “Search EPR” button.

Steps to search the files by patient details:

1. Enter any information known: name, SSN, MRN, or date of birth. Select the gender if known. You can also select the consultation date, admit date, or operation date from the combo box below the option of “Sex.”
2. Click “Search EPR” button.

Steps to search the files by report details:

1. Select the report type, location from the combo boxes according to the information known. Search files by emergency status of the files (normal or stat) by selecting the required button. If there was a note attached to the file, you can enter the note in the text box next to “Note.”
2. Click the “Search EPR” button.

Steps to search the files by doctor details:

1. Select the name of the provider or the referring physician from the combo box.
2. Click the “Search EPR” button.

The system allows you to search for the files not only on one-search criteria but also on the combination of various search criteria. For instance, if you want to find an audio file but remember only the file ID and the provider name, then select the “Audio” button in the File Type search criteria, the file ID from the combo box in “Search on File Fields” and enter the required ID in the text box. Select the provider name from the combo box in “Search on Doctor” and then click the “Search EPR” button.

The report is generated depending on the criteria chosen. The following list shows the column details.

If Audio file is chosen

File ID	Doc ID	Audio File Name	Length	Transcription Date/Time	Stat	Status	MT ID	Document File	Remarks
1184055	Doctor	CHECK_NEWWEBSERVER7.ds	186 s	2005-04-26 00:35:00	<input checked="" type="checkbox"/>	QA2			
1184056	Doctor	CHECK_NEWWEBSERVER8.ds	186 s	2005-04-26 00:35:00	<input checked="" type="checkbox"/>	QA2			
1184036	Doctor	CHECK_NEWWEBSERVER3.ds	186 s	2005-04-25 23:33:00	<input checked="" type="checkbox"/>	QA1			
1184037	Doctor	CHECK_NEWWEBSERVER2.ds	186 s	2005-04-25 23:33:00	<input checked="" type="checkbox"/>	MT			

Column details:

All of the column buttons are sorting buttons.

1. File ID – This column displays the unique file ID assigned automatically by the system to every audio file as soon as the doctor uploads it. Perform the following functions by clicking the hyperlink to File ID:
 - Download this Audio File
 - Listen to this Audio File
 - Update the File (QA2) Information
 - Download the MT/QA1/QA2 Document
 - View the MT/QA1/QA2 Document
2. Doc ID - This column shows the user ID of the doctor (dictator) who owns the audio file.
3. Audio Filename - This column shows the audio file name.
4. Length - This column displays the audio file length in seconds.
5. Transcription Date/Time – This column displays the upload date and time of the audio file as per EST.
6. Stat – This column displays a red tick mark with an “Urgent” mouse-over image if the audio file is marked stat (Urgent) by the doctor at the time of upload.
7. Status – This column shows the file status. It helps the MT track the file online. Different colors are assigned to each file status.

Yellow 2 – Under QA2: When the file is with the QA2 for editing, it shows a yellow button (“2” image on it) with an “Under QA2” mouse-over image.

Green – Completed: After the final file is completed and assigned to the doctor, it shows a green button (tick mark on it) with a “Completed” mouse-over image.



Green – e Signed: When the doctor e-signs the file, the status changes to green with ("e" image on it) with an "e Signed" mouse-over image. Once a file is e signed, the system locks it so that no other operations can be performed on the document file.

8. MT ID – This column displays the QA2 (your) ID if the file is complete. Otherwise nothing is shown.
9. Document File – This column displays

- The orange button with an "Upload Document File" mouse-over image if the file is being transcribed or edited. If you click this button, a new screen will appear which will help you to upload the document file.
- If the file is complete then this column displays a blue button. View the document file by clicking the blue button.

10. Remarks – The last column depicts the dictator's (doctor's) remarks for the transcriptionist of the file.

If document file is chosen

File ID	MT ID	Patient Name	Document File	Transcription Date/Time	Status	Doc ID	Audio File	Remark
1184127	QA2		CHECK_NEWWEBSER3.txt	2005-04-26 01:01:00		Doctor		
1184210	QA2		CHECK_NEWWEBSER8-1.txt	2005-04-26 04:20:00		Doctor		
1184211	126		CHECK_NEWWEBSER7.txt	2005-04-26 04:20:00		Doctor		This Patient has got Cancer
1184128	QA2		CHECK_NEWWEBSER2.txt	2005-04-26 01:02:00		Doctor		

Column details:

All of the column buttons are sorting buttons.

1. File ID – This column displays the unique file ID assigned automatically by the system to every document file when it is uploaded. Click the file ID to perform the following functions:
 - Download the Document
 - View the Document
 - Update the File (QA2) Information
 - Download the corresponding Audio File
 - Listen to the corresponding Audio File
2. MT ID – This column shows your ID.

3. Patient Name – This column displays the patient name.
4. Document File – This column displays the document file name.
5. Transcription Date/Time – This column displays the upload date and time of the transcribed file.
6. Status – This column shows the file status. It helps you track the file's status online with the help of a color schema.



Red – This column displays a red button with a "For Approval" mouse-over image when the file is completed and is ready for the approval by the doctor.



Green (✓) – Approved: This column displays a green button with an "Approved" mouse-over image when doctor downloads the file.



Green (e) – e Signed: This column displays a green button ("e" image on it) with an "e Signed" mouse-over image when doctor e signs the file. The system locks the file when the doctor e signs it so that no other operation can be performed on it.

7. Doc ID – This column displays the ID of the doctor.
8. Audio File – This column displays



– a green button if the audio file is online.

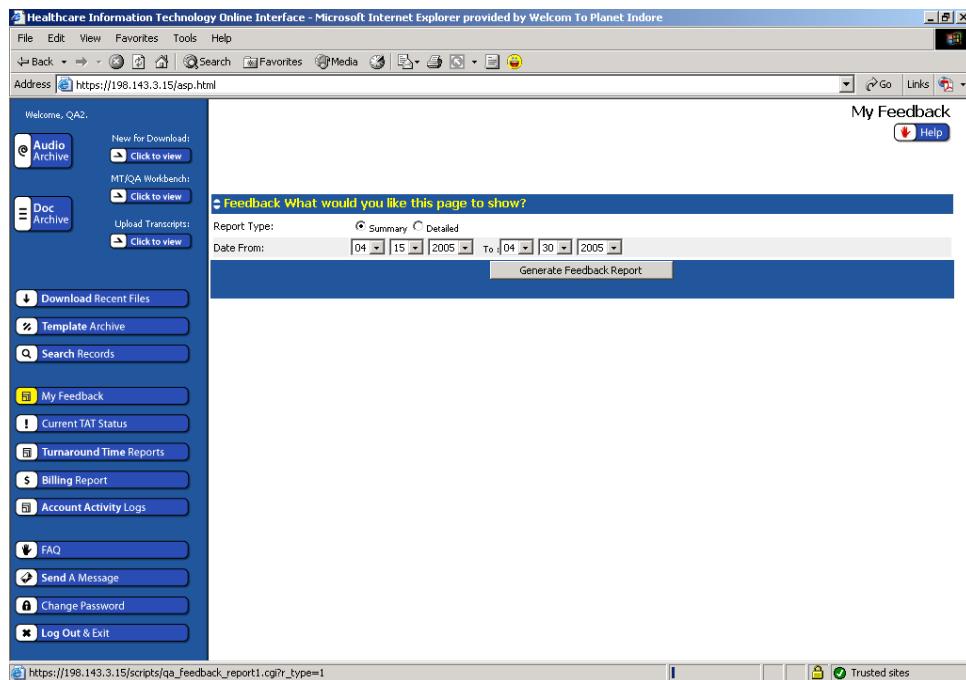


– a red button if the audio file is offline. Click on the red button to send a message to the administrator to make the file online.

– Remarks – This column displays the comment made by the transcriptionists while uploading the file.

My Feedback

The My Feedback feature helps the QA2 to track the performance of the QA1s. Generate the summary or the detailed feedback report that you gave for the MT's performance while uploading the final document file after editing.



Feedback Report Criteria

With the help of the Feedback Report Criteria functionality, the QA2 can generate the feedback report, which he/she gives for the QA1's performance.

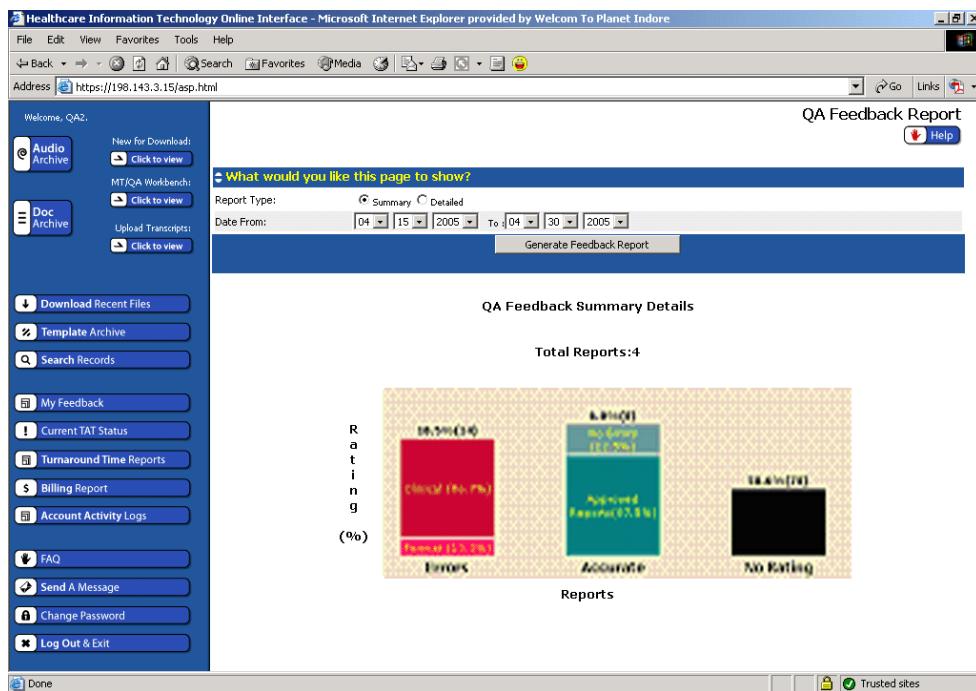
- Report Type – Select the report type, either Summary or Detailed according to the requirement
 - Summary: The Summary Feedback Report is the graphical representation of the QA1's performance.
 - Detailed: The Detailed Feedback Report gives file-to-file performance feedback report.
- Date from – To: Select the date duration for which you want to view the feedback report.

Steps to generate the Feedback report:

1. Select the report type, either Summary or Detailed.
2. Select the period for which you want to view the Feedback Report.
3. Click the "Generate Feedback Report" button.

Summary Feedback Report

The Summary Feedback Report is the graphical representation of the performance of the QA1. At the top of the bar graph, the total number of reports edited by the QA1 is specified. "Reports" are on the X-axis. The Y-axis displays the rating in the form of a different percentage of errors.



There are three bars displaying errors, accurate and no rating.

Errors – Five types of errors are shown: Clinical, Format, Typos, Blanks, and ADT/Tag errors.

- Clinical errors – errors related to the results of lab reports (blood test, sugar test etc) are shown in Maroon color.
- Format errors – errors related to the templates are shown in red.
- Typos errors – errors related to typing (spelling) are shown in red.
- Blanks (where not required) – are shown in orange.
- ADT/Tag errors – errors related to tagging and ADT interface are shown in orange.

Accurate – No Errors and Approved Reports.

- No Errors – When the QA2 selects the option of “No Edits” for the QA1 while uploading the file, it appears here as No Errors in a sea green color.
- Approved Reports – When the QA1 does not select an option while uploading the file, it is considered that reports have been approved and they are shown in a dark bottle green color.

No Rating – When the QA1 (for the MT) or QA2 (for the QA1) select the option of “No Rating” while uploading the file, the result is shown in black.

Detailed Feedback Report

The Detailed Feedback Report gives file-to-file details regarding the errors or approval.

Column details:

All of the column buttons  are sorting buttons.

1. Doc File ID – This column shows the document file ID transcribed by the MT. Click the file ID hyperlink to perform the following functions:
 - Download the Document
 - View the Document
 - Download this Audio File
 - Listen to this Audio File
2. MT ID – This column displays the MT ID who transcribed the file.
3. Document File Name – This column shows the document file name.
4. Transcription Date/Time – This column displays the upload date and time of the transcribed file.
5. Dictator – This column displays dictator (doctor) ID who owns the audio file.
6. Audio File ID – This column shows the file ID assigned by the system to the audio file when the doctor uploads it.

It also displays a  green button to signify that the file is online with a “Listen to Audio File” mouse-over image. Click it to play the audio file.

It displays  a red button if the file is offline with a “File Offline” (Click to Send Message) mouse-over image. Click this button to send a message to the Site Administrator to get the file online.

7. QA2 ID – This column shows the QA2 ID who edited the file.
8. QA2 File – This column shows the QA2 file ID.
9. C – This column shows a dark bottle green color if the file has Clinical Errors.
10. F - This column shows a blue color if the file has Format Errors.
11. T - This column shows an ash color if the file has Typos Errors.
12. B - This column shows a dark green color if the file has Blanks.
13. A - This column shows a red color if the file has ADT/ Tag Errors.

14. NE - This column shows a black color if the file has No Edits.
15. NR - This column shows different colors for the approved files and the files that have not been rated.
16. Rating Comment – This column shows the comment given by the QA2 for the QA1's work on the file.

If the Report Type chosen is “Detailed,” you can perform the following activities:

Steps to download a transcribed report:

1. In the first column, click on the file ID that you want to download. The hyperlink will redirect you to a page showing the details of the file.
2. At the bottom, click the “Download this Document” button.

Steps to view a transcribed report:

1. In the first column, click on the file ID that you want to view. The hyperlink will redirect you to a page showing the details of the file.
2. At the bottom, click the “View this Document” button.

Steps to download an audio file:

1. In the first column, click on the File ID that you want to download. The hyperlink will redirect you to a page showing the details of the file.
2. At the bottom, click the blue button. The hyperlink will again redirect you to a page showing the details of the corresponding audio file.
3. At the bottom, click the “Download this Audio File” button.

Steps to play an Audio File:

1. In the first column, click on the File ID. The hyperlink will redirect you to a page showing the details of the file.
2. At the bottom, click the blue button. The hyperlink will again redirect you to a page showing the details of the corresponding audio file.
3. At the bottom, click the “Listen to This Audio File” button.

Current TAT Status

The TAT Summary feature provides the QA2 with the details of the TAT (Turn Around Time) of the files which are still with him/her for editing. TAT is actually the time taken by the transcription company to transcribe and edit the audio file and to then upload the document file. It helps the QA2 track his/her own efficiency. Activities cannot be performed from this screen as it is a view only screen.

File ID	Audio	Dictator	Audio Filename	Size	Dictation Timestamp	Stat	Status	Report Type	TAT Target	TAT Remaining	MT ID	QA1 ID
1048678	Viv Doc1	ssh2.dss	144 K (84 s)	2005-03-07 08:10:00	✓	2	Pediatrics	4 h	1295h 12m OVERDUE		MT2	QA1
1040609	Viv Doc1	Test_Disregard_1.DSS	62 K (36 s)	2005-03-03 14:29:00	2	None	23 h	1365h 48m OVERDUE			MT2	QA1
1040608	Viv Doc1	Test_Disregard_2.DSS	62 K (36 s)	2005-03-03 14:29:00	2	None	23 h	1365h 48m OVERDUE			MT2	QA1
973003	Doctor	demo2.dss	1848 K (303 s)	2005-03-08 09:15:08	2	None	15 h	1932h 6m OVERDUE			MT2	QA1
1040607	Viv Doc1	Test_Disregard_3.DSS	62 K (36 s)	2005-03-03 14:29:00	2	None	23 h	1365h 48m OVERDUE			MT2	QA1
1034465	Viv Doc1	tm4.dss	316 K (186 s)	2005-03-02 04:10:00	2	Gynecology	33 h	1390h 12m OVERDUE				
936280	Doctor	tm1.dss	104 K (60 s)	2005-01-24 05:53:00	2	None	15 h	2294h 22m OVERDUE			MT2	QA1
734408	Viv Doc1	Test_aleamateM52.dss	316 K (186 s)	2004-11-06 09:15:00	2	None	30 h	4174h 6m OVERDUE			MT	samqa
799341	Viv Doc1	test_web0Qa1uplevel7.dss	316 K (186 s)	2004-12-01 08:19:00	2	None	29 h	3574h 0m OVERDUE			MT5	QA1
734677	Viv Doc1	Test_ICONCOLOR_AUDIO11.dss	316 K (186 s)	2004-11-06 11:54:00	2	None	26 h	4173h 48m OVERDUE			MT2	QA1
681257	Viv Doc1	test_redflagch30.dss	316 K (186 s)	2004-10-21 05:59:00	2	None	27 h	4556h 18m OVERDUE			MT5	samqa
677988	Viv Doc1	test_audio34.wav	42 K (40 s)	2004-10-20 04:59:00	2	None	30 h	4583h 12m OVERDUE			MT5	QA1
680634	Viv Doc1	test_fileattachment1.dss	316 K (186 s)	2004-10-21 07:24:00	2	None	30 h	4556h 54m OVERDUE			MT5	samqa
681255	Viv Doc1	test_redflagch31.dss	316 K (186 s)	2004-10-21 10:59:00	2	None	27 h	4556h 18m OVERDUE			MT5	samqa
799340	Viv Doc1	test_web0Qa1uplevel8.dss	316 K (186 s)	2004-12-01 08:19:00	2	None	29 h	3574h 0m OVERDUE			MT5	QA1
734912	Viv Doc1	Test_aleamateM35.dss	316 K (186 s)	2004-11-06 06:14:00	2	None	31 h	4174h 6m OVERDUE			MT	QA1
734376	Viv Doc1	Test_aleamateM47.dss	316 K (186 s)	2004-11-06 06:53:00	2	None	31 h	4173h 22m OVERDUE			MT2	samqa

Column details:

All of the column buttons are sorting buttons.

1. Audio File ID: This column shows the file ID that is assigned to the audio file when the doctor uploads it
2. Dictator: This column shows the dictator (doctor) ID who owns the audio file.
3. Audio Filename: This column displays the audio file name.
4. Size: This column shows the details of audio file size in terms of Kbytes and length in time (seconds) in the bracket.
5. Dictation Timestamp: This column shows the upload date and time of the audio file.
6. Stat: This column displays a tick mark if the doctor marks the file as stat (urgent) while uploading it.
7. Status: This column shows the status of the files.

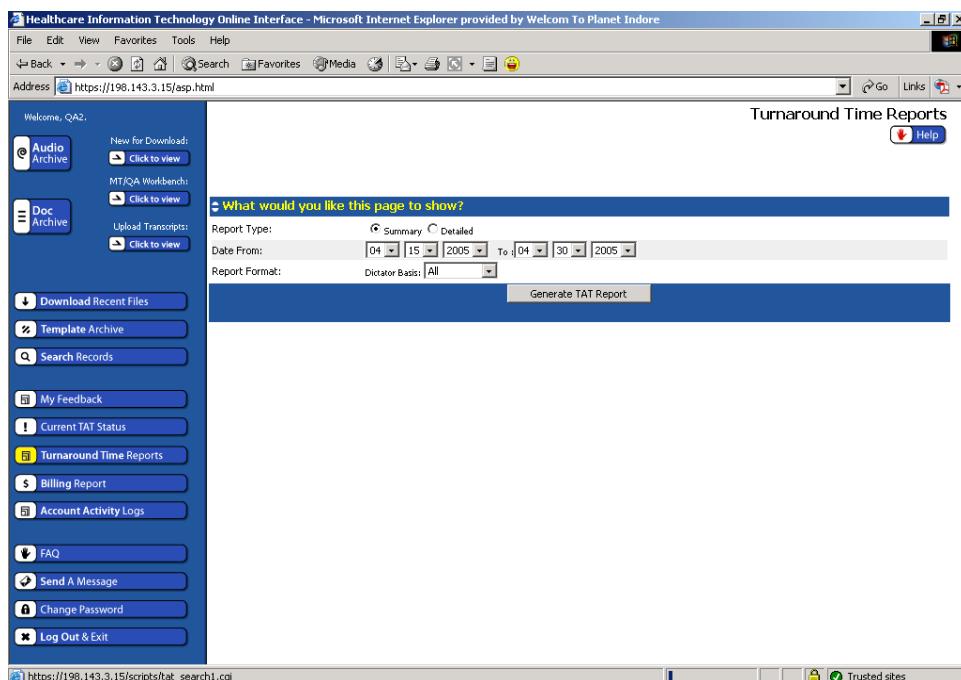
Red – In Transit: When the MT has yet to download the audio file, a red button with an “In Transit” mouse-over image is displayed.

Yellow2 – This column shows a yellow button (“2” image on it) with n “Under QA2” mouse-over image if the file is under being edited. When the file is completed and uploaded by the QA2, it stops displaying in this folder.

8. Report Type: This column displays the type of report as marked by the doctor. If the report type is not given, nothing is shown there.
9. TAT target: This column shows the actual TAT target within which the file must be transcribed/edited and then uploaded for the doctor.
10. TAT Remaining: This column displays the remaining time for transcription. This value is updated by the system each time the page is refreshed. If the file is not transcribed within the TAT target, it displays the overdue time in red font.
11. MT ID: This column displays the MT ID who transcribed the file.
12. QA1 ID: This column shows the QA1 ID who edited the file.
13. QA2 ID: This column shows your (QA2) ID.

Turnaround Time Reports

The TAT (Turn Around Time) Report gives an assessment of how the transcription company (MTSO) is performing in terms of uploading the transcribed documents. This option generates a Summary or Detailed report on a dictator account basis for the selected time duration. The Summary Report gives a snap-shot view of the TAT details for normal and urgent reports. The Detailed Report gives file-to-file TAT details of an account.



Report Criteria

The QA2 can generate the TAT report on a doctor account basis with the help of the Report Criteria functionality.

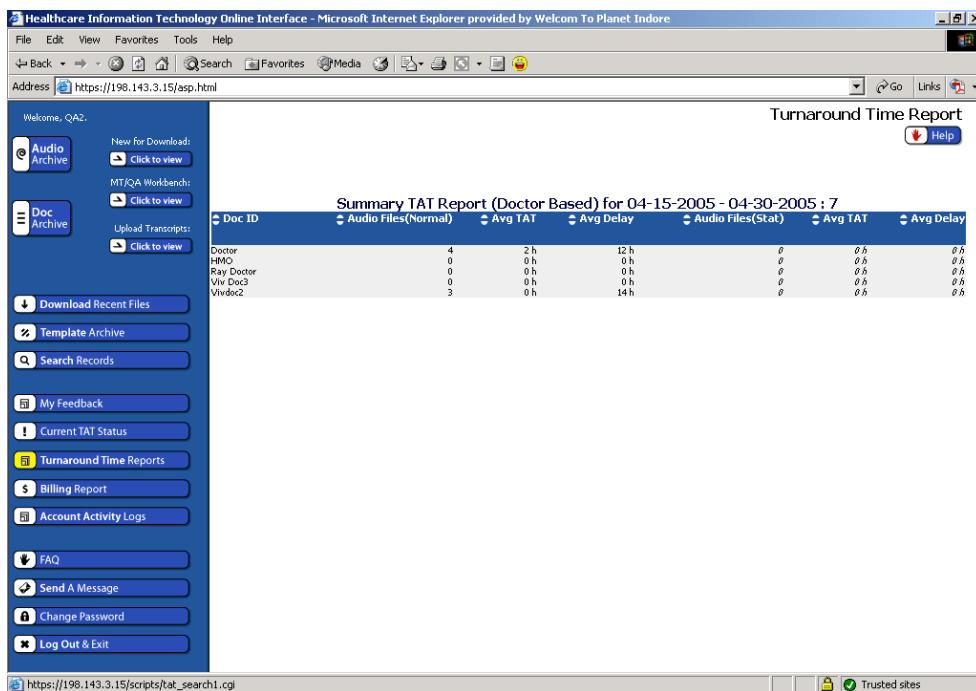
- Report Type – Select the report type, either Summary or Detailed according to the requirement
 - Summary
 - Detailed
- Date from – To: Select the date duration for which you want to view the report.
- Report Format – This drop down list shows the names of all the doctors whose files are assigned to you. Select the required doctor. By default, "All" is selected.

Steps to generate the TAT Report:

1. Select the Summary or the Detailed option.
2. Select the period for which the TAT report will be generated.
3. Select the report format, i.e. the account (doctor/dictator) for which the report will be generated.
4. Click the "Generate TAT Report" button.

When the Summary Report option is selected:

The Summary Report gives a snap-shot view of the TAT for normal as well as urgent reports for the selected time duration showing the number of files dictated, the average TAT and the average delay.



Doc ID	Audio Files(normal)	Avg TAT	Avg Delay	Audio Files(Stat)	Avg TAT	Avg Delay
Doctor	4	2 h	0 h	0	0 h	0 h
HMO	0	0 h	0 h	0	0 h	0 h
Ray Doctor	0	0 h	0 h	0	0 h	0 h
Viv Doc3	0	0 h	0 h	0	0 h	0 h
VivDoc2	3	0 h	14 h	0	0 h	0 h

Column Details

All of the column buttons  are sorting buttons.

1. Doc ID: This column depicts the doctor (dictator) ID per the selection made.
2. Audio files (Normal): This column shows the count of normal audio files.
3. Avg. TAT: This column shows the average of the actual TAT, i.e. the average time taken to complete the normal files.
4. Avg. Delay: It shows the average of the delay time. If the Actual TAT exceeds the set TAT, this column shows the average of this delayed time for the particular account for normal files.
5. Audio files (Stat): This column shows the count of normal audio files.
6. Avg. TAT: This column shows the average of the actual TAT, i.e. the average time taken to complete the urgent files.
7. Avg. Delay: This column displays the average of the delay time. If the Actual TAT exceeds the set TAT, this column shows the average of this delayed time for urgent files for a particular account.

When the Detailed Report option is selected:

The Detailed Report gives all of the details regarding the TAT for each file.

Detailed TAT Report (Doctor Based - Doctor) for 04-15-2005 - 04-30-2005 : 4									
SNo	MT ID	Doc ID	Audio	Dictation	Document	Transcription	Set TAT	Actual TAT	Difference
			File ID	Date/Time	File ID	Date/Time			
1	QA2	Doctor	1184055	2005-04-26 00:55:00	1184211	2005-04-26 04:20:00	8 h	3.8 h	
2	QA2	Doctor	1184056	2005-04-26 00:55:00	1184210	2005-04-26 04:20:00	8 h	3.8 h	
3	QA2	Doctor	1184036	2005-04-25 23:39:00	1184127	2005-04-26 01:01:00	15 h	1.5 h	
4	QA2	Doctor	1184037	2005-04-25 23:39:00	1184128	2005-04-26 01:01:00	15 h	1.5 h	
Totals : 46.0 h 10.6 h 35.4 h									
Averages : 11.0 h 2.0 h 8.0 h									

Detailed TAT Report (Doctor Based - Vividoc2) for 04-15-2005 - 04-30-2005 : 3									
SNo	MT ID	Doc ID	Audio	Dictation	Document	Transcription	Set TAT	Actual TAT	Difference
			File ID	Date/Time	File ID	Date/Time			
1	MT2	Vividoc2	1159373	2005-04-16 05:00:00	1159374	2005-04-16 05:00:00	6 h	0 h	
2	MT2	Vividoc2	1159371	2005-04-16 05:00:00	1159372	2005-04-16 05:01:00	6 h	0 h	
3	MT2	Vividoc2	1159368	2005-04-16 04:44:00	1159369	2005-04-16 04:44:00	6 h	0.1 h	
Totals : 18.0 h 0.1 h 17.9 h									
Averages : 6.0 h 0.0 h 5.0 h									

No activity for (Doc - 110s107)
No activity for (Doc - 1549s1548)

Column Details

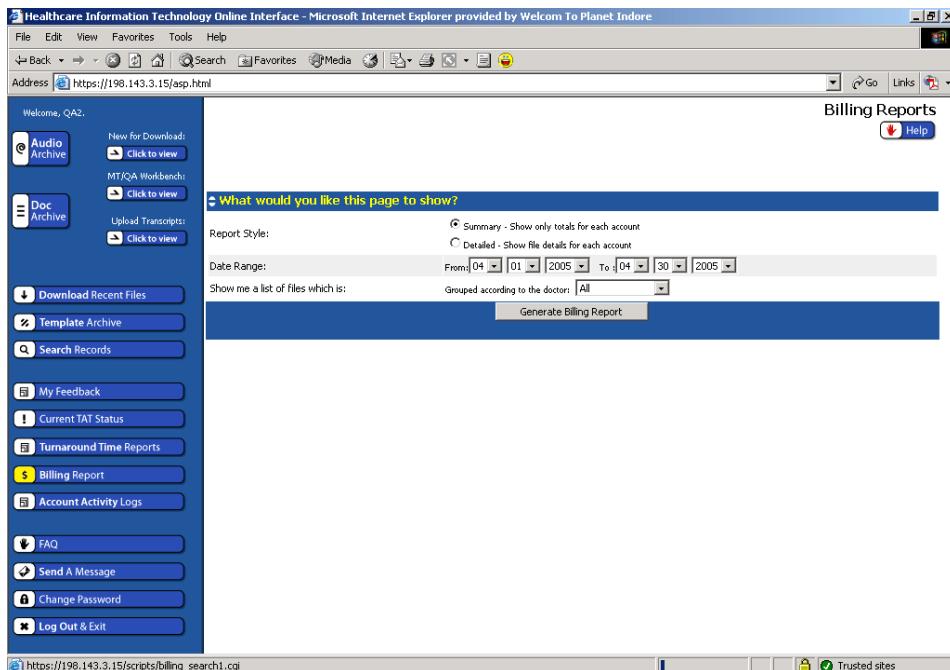
All of the column buttons are sorting buttons.

1. S No.: This column shows the serial number.
2. MT ID: This column depicts the QA2 (your) ID.
3. Doc ID: This column shows the dictator (doctor) ID per the selection made.
4. Audio File ID: This column displays the Audio File ID.
5. Dictation Date/Time: This column shows the upload date and time of the audio file by the doctor.
6. Document File ID: This column shows the corresponding document file ID.
7. Transcription Date/Time: This column displays the upload date and time of the transcribed file by the MT.
8. Set TAT: According to the doctor's requirement, the TAT target for both normal and urgent files is set in the "TAT Settings" of his/her account. Whenever the doctor uploads the normal or stat (urgent) file, the system automatically picks up the set TAT accordingly. This column displays the TAT set for the doctor.
9. Actual TAT: This column shows the actual time taken by the transcription company to complete and upload the file.
10. Difference: If the actual TAT is more than the set TAT, this column shows a red button with a "Late" mouse-over image. If the actual TAT is less than the set TAT, a green button with an "OK" mouse-over image is displayed.

Totals and averages of the set TAT, the actual TAT and the difference is displayed at the bottom of the page.

Billing Report

This option helps the QA2 to generate an online summary or detailed billing report for a specific doctor/dictator account for a particular time period. The Summary report gives a snap-shot view of the number of lines transcribed, the number of dictation minutes and the number of fax pages sent from the server during the selected period. The Detailed report gives file-to-file billing details of the account for the selected period. This is view only a screen. Activities cannot be performed from this screen.



Report Criteria

The QA2 can generate the billing report on a doctor account basis for the selected duration with the help of the Report Criteria functionality.

- Report Type – Select the report type, either Summary or Detailed according to the requirement
 - Summary: Shows only totals for each account. The Summary Report gives a snap-shot view of the billing report.
 - Detailed: Shows file details for each account. The Detailed Report gives file-to-file billing details.
- Date Range - Select the date duration for which you want to view the billing report.
- Report Format – Select the doctor from the drop down list as required. By default, “All” is selected.

Steps to generate a billing report

1. Select either the Summary or the Detailed option.
2. Select the period (from date to date) for which the billing report will be generated.
3. Select the report format, i.e. the doctor account as per the requirement.
4. Click the "Generate Billing Report" button.

As per the selection made, details regarding the report style, the report format (i.e. account information) and the time duration are displayed above the report.

When Report Style – Summary

The screenshot shows a Microsoft Internet Explorer window for the "Healthcare Information Technology Online Interface". The title bar reads "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows the URL "https://198.143.3.15/asp.html". The left sidebar contains various links such as "Audio Archive", "Doc Archive", "Download Recent Files", "Template Archive", "Search Records", "My Feedback", "Current TAT Status", "Turnaround Time Reports", "Billing Report", and "Account Activity Logs". The main content area is titled "Billing Report" and displays a "Summary Billing Report (Doctor Based) for 04-01-2005 - 04-30-2005 : 4". The report table has columns: "Dictator", "No. Reports", "Lines", and "Length". The data is as follows:

Dictator	No. Reports	Lines	Length
Doctor	0	0 L 0 W	0M 0S
HMK	4	208 L 0 W	12M 24S
Ray1 RMO	0	0 L 0 W	0M 0S
Ray Doctor	0	0 L 0 W	0M 0S
Vvir Doc3	0	0 L 0 W	0M 0S
Vvir doc2	0	0 L 0 W	0M 0S
Grand Totals	4	208 L 0 W	12M 24S

Column Details

All of the column buttons are sorting buttons.

1. Dictator: User's name of the doctor (dictator) who dictated the file.
2. No. Reports: This column displays the number of reports dictated by the doctor for the particular period.
3. Lines: This column shows the number of lines that were transcribed by the MT for the selected doctor.
4. Length: This column displays the total length of the files.

When Report Style –Detailed

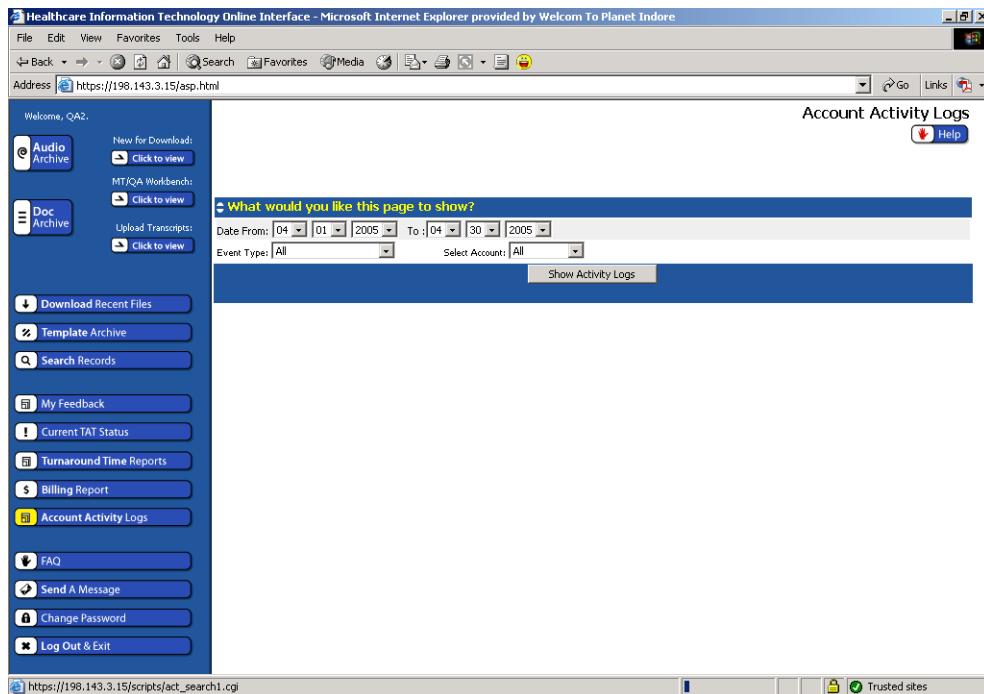
Column Details

All of the column buttons  are sorting buttons.

1. Document File ID: This column shows document file ID.
2. Work Date: This column displays the upload date of the document file.
3. Dictator: This column displays the doctor ID to whom the corresponding audio file belongs.
4. Patient Name: This column shows the patient name.
5. Document File Name: This column displays the document file name.
6. Document File Size: This column shows the document file size in terms of Kbytes.
7. Line Count: This column shows the count of the lines transcribed by the QA1 for the file. It shows "Waiting" when the file is in the process of comparison by the server.
8. Length: This column shows the length of the file in terms of time (secs).
9. Line/Length: This column displays the result of division of line by length.

Account Activity Logs

The Recent Activity Log feature helps the QA2 track of all the activities taking place in his/her account. It shows the details regarding the type of activity (event), date and time of its occurrence, account ID from where the event occurred, and the details of the file involved in the event. The QA2 can also generate the report of recent activity on the event (activity) type and date basis.



Report Criteria

- Date From – To: The QA2 can generate the report of recent activity for a particular duration or period for which he/she wants to view the report.
- Event Type: The QA2 can generate the report on event basis. He/she can select the particular event from the drop down list. By default, "All" is selected. The following are the events shown in the drop down list:
 - Routing
 - Audio
 - Document event
 - Template event
 - Logo event
 - File Deleted
 - Message Sent
 - File Emailed
 - File Faxed
 - File Corrected
 - File eSigned
 - File Unsigned
 - File Rejected
 - Login info

- Logout info
- Account Update
- File Split
- Account Type: The QA2 can also generate the activity report on a doctor account basis.

Steps to generate Account Activity Log report:

1. Select the duration for which the report is to be generated.
2. Select the particular event from the drop down list. By default, "All" is selected.
3. Select the particular doctor from the drop down list. By default, "All" is selected.
4. Click the "Generate Activity Report" button.

Recent Activity Report - QA2 for 04-01-2005 - 04-30-2005

Date	Time EST	Event Type	ID	Activity
2005-04-26	04:20	Routing	QA2	[DOC] CHECK_NEWWEBSER7.txt completed
2005-04-26	04:20	Routing	QA2	[DOC] CHECK_NEWWEBSER8.txt completed
2005-04-26	04:20	File Emailed	Doctor	CHECK_NEWWEBSER7.txt emailed
2005-04-26	04:20	File Faxed	Doctor	CHECK_NEWWEBSER8.txt faxed
2005-04-26	04:20	File Emailed	Doctor	CHECK_NEWWEBSER8-1.txt emailed
2005-04-26	04:20	File Faxed	Doctor	Faxed
2005-04-26	04:02	File Emailed	Doctor	corrected emailed
2005-04-26	03:43	Routing	QA2	[DOC] CHECK_NEWWEBSER7.txt assigned to QA 2
2005-04-26	03:41	Routing	QA2	[DOC] CHECK_NEWWEBSER8.txt assigned to QA 2
2005-04-26	01:02	Routing	QA2	[DOC] CHECK_NEWWEBSER2.txt completed
2005-04-26	01:02	File Emailed	Doctor	CHECK_NEWWEBSER2.txt emailed
2005-04-26	01:02	File Faxed	Doctor	Faxed
2005-04-26	01:01	Routing	QA2	[DOC] CHECK_NEWWEBSER3.txt completed
2005-04-26	01:01	File Faxed	Doctor	CHECK_NEWWEBSER3.txt faxed
2005-04-26	01:01	File Emailed	Doctor	CHECK_NEWWEBSER3.txt emailed
2005-04-25	23:55	Routing	QA2	[DOC] CHECK_NEWWEBSER2.txt assigned to QA 2
2005-04-25	23:55	Routing	QA2	[DOC] CHECK_NEWWEBSER3.txt assigned to QA 2
2005-04-06	11:21	Routing	QA2	[DOC] sh2.txt assigned to QA 2
2005-04-06	11:21	Routing	QA2	[DOC] Test_Disregard_1.txt assigned to QA 2
2005-04-06	11:21	Routing	QA2	[DOC] Test_Disregard_2.txt assigned to QA 2
2005-04-06	11:21	Routing	QA2	[DOC] demo2.txt uploaded assigned to QA 1

Recent Activity Report - Doctor for 04-01-2005 - 04-30-2005

Date	Time EST	Event Type	ID	Activity
2005-04-28	06:12	Audio Event	Doctor	[AUDIO] CHECK_NEWWEBSERV0.dss uploaded
2005-04-28	06:12	Routing	MT	[AUDIO] CHECK_NEWWEBSERV0.dss uploaded assigned to MT
2005-04-27	06:26	Audio Event	Doctor	[AUDIO] TEST_shark.txt uploaded

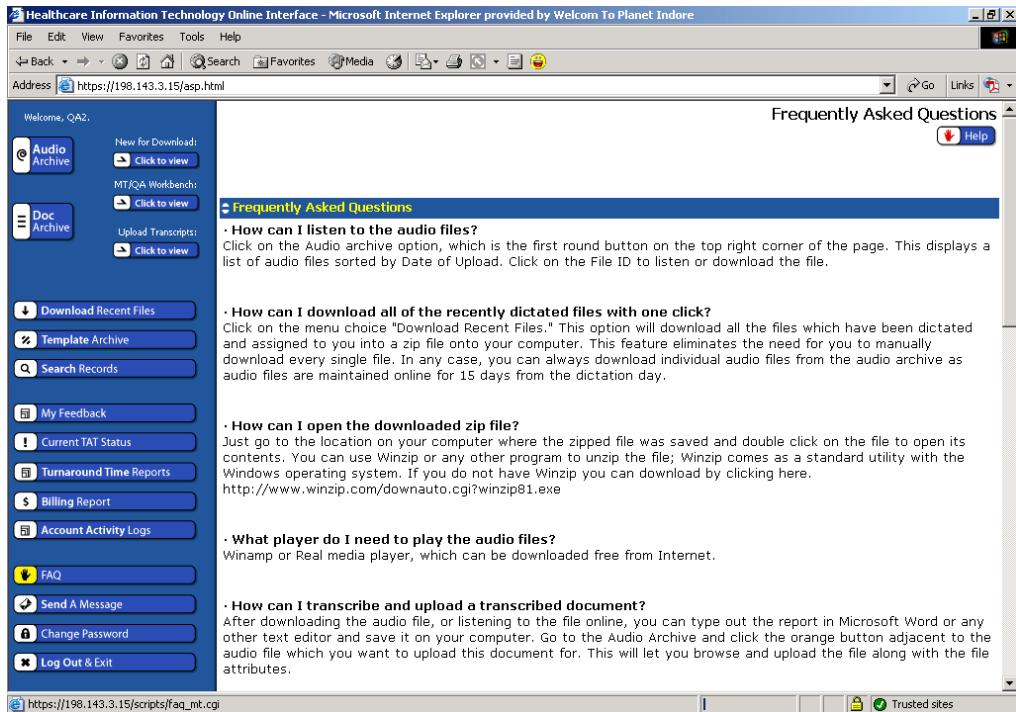
Column Details:

All of the column buttons are sorting buttons.

1. Date: This column shows the date when the event occurred.
2. Time: This column displays the time of the event occurred.
3. Event Type: This column displays the type of event as per the selection made in the Event Type Category in Report Criteria.
4. ID: This column displays the doctor's account ID as per the selection made in the "Account" category in the Report Criteria.
5. Log: This column shows the details regarding the name of the file and the type of file (audio or document) involved in the event.

FAQ

These are frequently asked questions which act as quick reference for the QA2 for his general queries. This section gives answers to QA1's queries related to the software/hardware requirements, use of the system and many more.

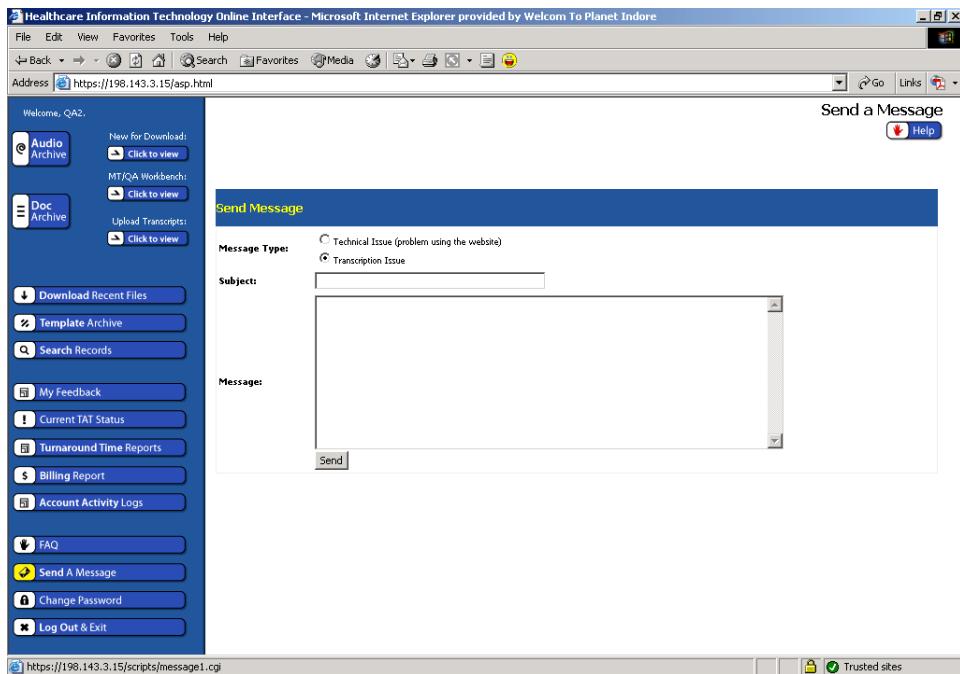


Frequently Asked Questions

- How can I listen to the audio files?**
Click on the Audio archive option, which is the first round button on the top right corner of the page. This displays a list of audio files sorted by Date of Upload. Click on the File ID to listen or download the file.
- How can I download all of the recently dictated files with one click?**
Click on the menu choice "Download Recent Files." This option will download all the files which have been dictated and assigned to you into a zip file onto your computer. This feature eliminates the need for you to manually download every single file. In any case, you can always download individual audio files from the audio archive as audio files are maintained online for 15 days from the dictation day.
- How can I open the downloaded zip file?**
Just go to the location on your computer where the zipped file was saved and double click on the file to open its contents. You can use Winzip or any other program to unzip the file; Winzip comes as a standard utility with the Windows operating system. If you do not have Winzip you can download by clicking [here](http://www.winzip.com/downauto.cgi?winzip81.exe).
- What player do I need to play the audio files?**
Winamp or Real media player, which can be downloaded free from Internet.
- How can I transcribe and upload a transcribed document?**
After downloading the audio file, or listening to the file online, you can type out the report in Microsoft Word or any other text editor and save it on your computer. Go to the Audio Archive and click the orange button adjacent to the audio file which you want to upload this document for. This will let you browse and upload the file along with the file attributes.

Send a Message

The Send Message Function feature helps the QA2 to send messages to the site administrator and the MT administrator if he/she has a technical problem. The message can also be sent to the other MTs/QAs and the MT Administrator if he/she has a transcription problem.



Message Type: Select the message type by enabling the required radio button.

- **Technical issue:** If you have a technical problem regarding the ASP, send a message explaining the problem in detail. The system will send the message to the Site Administrator as well as to the MT Administrator.
- **Transcription issue:** If you have a transcription problem, send a message to the other MTs/QAs. The system will also send this message to the MT Administrator.

Message To: If you have selected the “Transcription Issue” option in the “Message Type” category, then select the required MT/QA from the drop down list.

Subject: Enter a short subject title for the message going to the recipient.

Message: Enter the message explaining each and every detail of the technical/transcription problem in this text box.

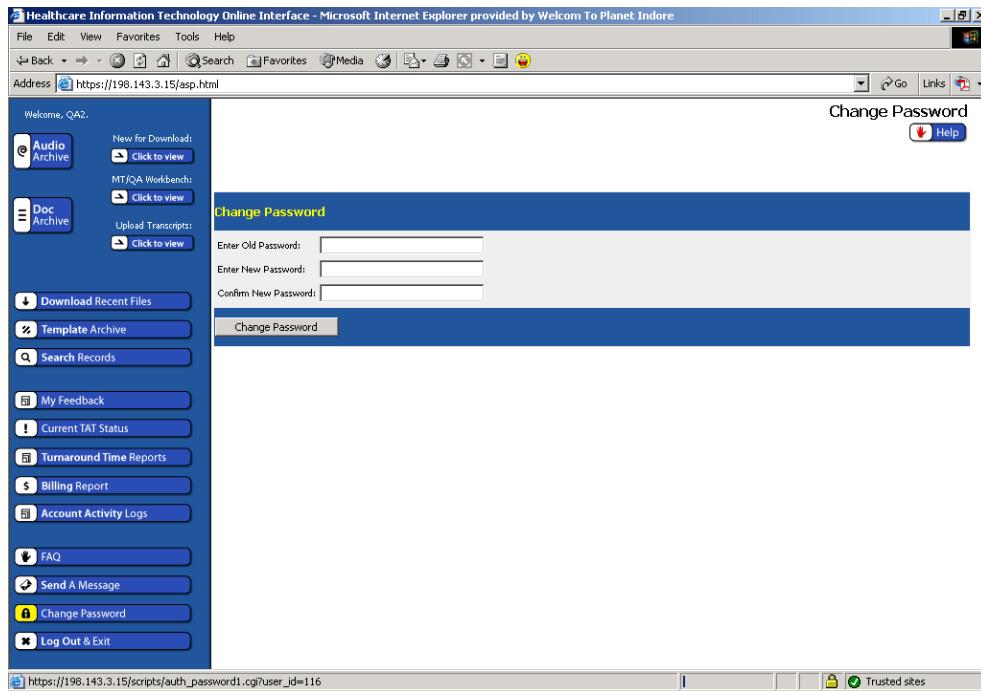
Steps to send the message:

1. Select the message type by enabling the radio button.
2. Select the required MT/QA from the drop down list.
3. Enter the subject for the message in the text box.
4. Enter the message in detail in the text box.
5. Click the “Send” button at the bottom of the screen.

A new screen will appear confirming that the message has been sent.

Change Password

Change Password option enables the QA2 to change his account password if desired.



Steps to Change Password

1. Enter Old Password – User is required to enter the old password.
2. Enter New Password – User is asked to enter the new password for his account.
3. Confirm New Password – User is required to retype the new password for confirmation.
4. Click the “Change Password” button.

A new screen appears confirming the update of account password.

Logout & Exit

This option logs out the QA2 from the system.