

# REPORTERS TRANSCRIPTION CENTER

*“Put your words in our hands.”*

## TRANSCRIPTION “*KNOW HOW*”

VOLUME 1 ISSUE 4

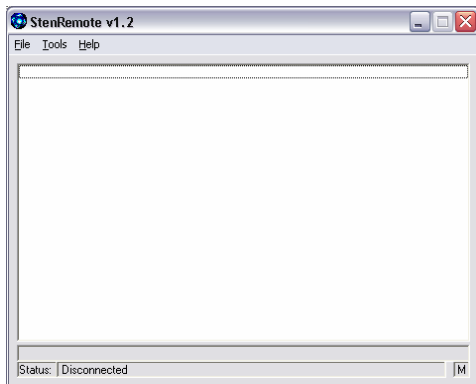
APRIL 2007

### Digital Recorder Upload - Obtaining Job Numbers

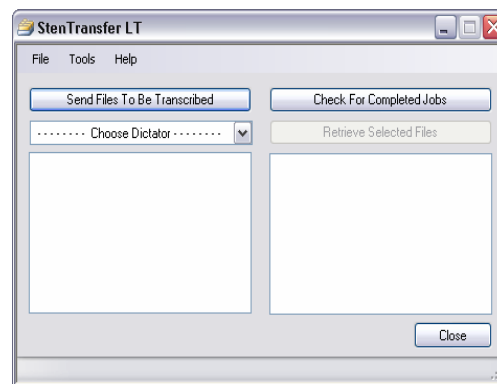
When users dictate via our toll free telephone number our system assigns a unique job number to each dictation. The dictation server “speaks” that unique job number when the dictator ends the dictation by pressing ‘9’ on the telephone keypad. This number serves as a receipt and proves that the dictation system received the dictation. The corresponding document for each dictation is saved using the dictation’s unique job number and, for most of our customers, is typed at the bottom of each document. The job number is an important tool for use in searching for a particular voice file or document.

A majority of our customers are now using digital voice recorders for dictation rather than telephone. For the users of digital recorders, during the upload process there is no voice interaction, no “spoken” job number. Have you ever asked yourself, “how can I be sure that RTC received my dictation?” There is, in fact, a way that you can easily access the job numbers that are assigned to each dictation during the upload process.

When you upload voice files from digital recorders you use either StenRemote or StenTransfer. Either of these programs provides you with the ability to easily access the assigned job numbers for each dictation after completing the voice file upload process.



StenRemote



StenTransfer LT

#### StenRemote

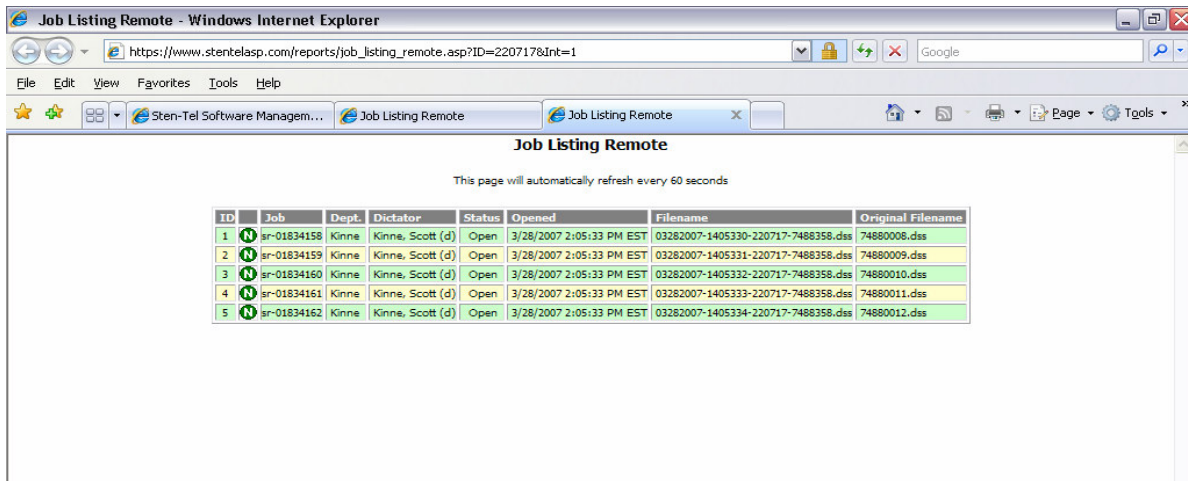
After sending dictation wait 1-2 minutes, then select Tools and then Job Listing. A window opens and gives you the opportunity to choose the current Dictator and the time frame you’d like to check.

Now choose the Accept tab. You will be taken to our web page where you can see the assigned job numbers, dictator’s name, and open time. Based on the number of voice files originally sent, you should see the same number of assigned Job Numbers. Be patient, as it does take some time for this information to flow through the system, so you might have to refresh the page (see reverse side for a screen shot of what you will see).



# Obtaining Job Numbers - continued

This is the job listing page you will see. If you uploaded 5 voice files, you will see the five jobs listed. The “sr” number is the job number.



ID	Job	Dept.	Dictator	Status	Opened	Filename	Original Filename
1	sr-01834158	Kinne	Kinne, Scott (d)	Open	3/28/2007 2:05:33 PM EST	03282007-1405330-220717-7488358.dss	74880008.dss
2	sr-01834159	Kinne	Kinne, Scott (d)	Open	3/28/2007 2:05:33 PM EST	03282007-1405331-220717-7488358.dss	74880009.dss
3	sr-01834160	Kinne	Kinne, Scott (d)	Open	3/28/2007 2:05:33 PM EST	03282007-1405332-220717-7488358.dss	74880010.dss
4	sr-01834161	Kinne	Kinne, Scott (d)	Open	3/28/2007 2:05:33 PM EST	03282007-1405333-220717-7488358.dss	74880011.dss
5	sr-01834162	Kinne	Kinne, Scott (d)	Open	3/28/2007 2:05:33 PM EST	03282007-1405334-220717-7488358.dss	74880012.dss

## StenTransfer LT

The process for StenTransfer LT is very similar to StenRemote. Once the upload is complete, select **Tools** and then **Recent Jobs Listing**. From this window you can choose the Dictator and select the time frame desired. Now select **Show Recent Job Listings**. You will be taken to the Assigned Job Numbers Page, as shown below.

Based on the number of voice files originally sent, you should see the same number of assigned Job Numbers. Be patient, as it does take some time for this information to flow through the system, so you might have to refresh the page.

If you noted the number of dictations sent, you can now match that with the number of unique Job Numbers. This acts as your receipt that we have successfully received your upload. And with the Job Numbers in hand, you can search for the dictation or the finished document.

As always, we encourage you to call us for help with this or any other issue. With RTC, your work is in good hands.



**Help Desk**

**1-888-813-9498**

Please call this number for all calls to  
Reporters Transcription Center

## Bloopers: Dictation or transcription???

Social history reveals this 1-year-old patient does not smoke or drink and is presently unemployed.

Patient called and left word that he had expired last week.

The patient has been depressed ever since she began seeing me in 1983.

The patient complains of low back pain. She is able to move all of her legs.

Husband is somewhat negative and difficult to live with. She is not interested in a trial of medication for this.