

# REPORTERS TRANSCRIPTION CENTER

*"Put your words in our hands."*

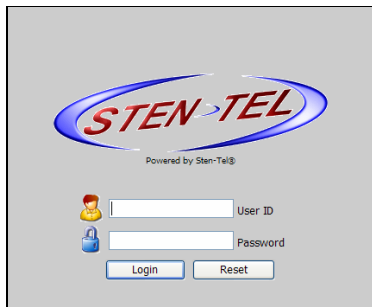
## TRANSCRIPTION "KNOW HOW"

VOLUME 2 ISSUE 1

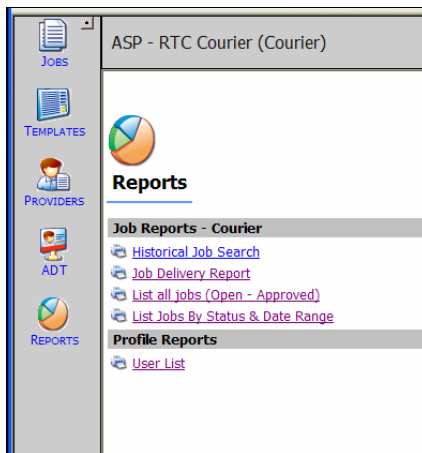
JANUARY 2008

### Courier Reports

After you log into the <https://www.stentelasp.com> web site



you will notice a **Reports** icon on the left-hand bar. Click the Reports icon and you will see listed several report links available to assist you in accessing your transcribed reports.



If you need to locate a document or job, one of these reports will enable you to search and find what you are looking for. The following information describes each of the reports.

**Historical Job Search:** Since the file management system automatically moves all job information to the archive database once the job has aged 13 months past the delivered date, this report is useful for finding job information on jobs that are older than 13 months. The report will display a list of archived jobs older than 13 months. Enter date ranges and sort options to limit your search.

**Job Delivery Report:** This report will allow you to view previously transcribed jobs in the online viewer. You can enter a data range and see a list of jobs that you have already downloaded. To view a job online, click the little icon that is in between the Priority and Job Number column. Once in the online viewer, you can save and/or print the document.

Priority	Job Number
N	 <a href="#">08-01006766</a>
N	 <a href="#">08-01006764</a>

**List all jobs (Open - Approved):** This report will display all jobs in status between Open through Approved for the current day back 7 days by default. This report creates a "snapshot" of current activity over the last 7 days. Status definitions are:

- Open Dictated, waiting to be transcribed.
- Assigned With an MT being transcribed.
- Pending Transcribed, awaiting editing.
- Received With an editor being edited.
- Approved Completed and ready for customer download.

**List Jobs by Status & Date Range:** This report will display all jobs meeting the criteria specified.

From the listing of jobs created, find the job you need and click the online view icon (described above) to open the document and then save and/or print.

## Microsoft Word Tips

### Changing the Startup Directory

When you first install Word, the working directory is set to a default directory, which is normally "My Documents." You may want to change the default location to match your working habits. The default location is the folder Word points to when you pull down the **File** menu and select **Open**. If you tend to mostly open files that reside in the same folder, other than you're My Documents folder, you can quickly change the default startup directory by following these steps:

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Click on the File Locations tab.
3. Make sure the **Documents** file type is selected, then click on the Modify button. Word displays a dialog box in which you can browse and select folders.
4. Select the folder you want used as the startup location for your documents.
5. Click on the OK button.
6. Click on the Close button.
7. Exit and restart Word.

Setting the startup directory to open the folder you most frequently use will save time in having to navigate to that folder from what's currently set as the default location.

### Saving and Closing Multiple Files

In earlier versions of Word (Word 6 and Word 95), the File menu contained a Save All command, which was very helpful for saving all of your open Word documents in a single step. Beginning with Word 97, however, the Save All command was removed from the menu.

Fortunately, there is a way to access the Save All command. If you hold down the **Shift** key as you click on the File menu, you will see that the Save command changes to Save All, and the Close command changes to Close All. Select one of these options and you can either save or close every open document you have. This is a very convenient, time-saving tool to use if you have multiple open documents and don't like having to save and close each one.



### Help Desk

**1-888-813-9498**

Please dial this number for all calls to  
Reporters Transcription Center  
(local 607 area callers, dial 724-8228)

*Don't forget to send us your  
patient/resident lists!*

### ***Bloopers: Dictation or Transcription????***

She is on SEPTRA right now for a sinus infection which she was given over the phone.

He describes the ear pain as being in the ear.

ALLERGIC to MORPHINE, VALIUM, and her RELATIVES.

She will now be living with father and strep-mother...

Past medical history is significant for a basal cell carcinoma on her head which was removed recently.

She smokes one glass of alcohol per week.

Patient was found to have pledge in the left carotid artery.

Patient lives alone at home with his wife.

We wish you and yours a very happy,  
prosperous and healthy New Year.

**Happy New Year**

**2008**

"Write it on your heart that every day is the **best day** in the year."

Ralph Waldo Emerson (1803-1882)  
American writer and activist