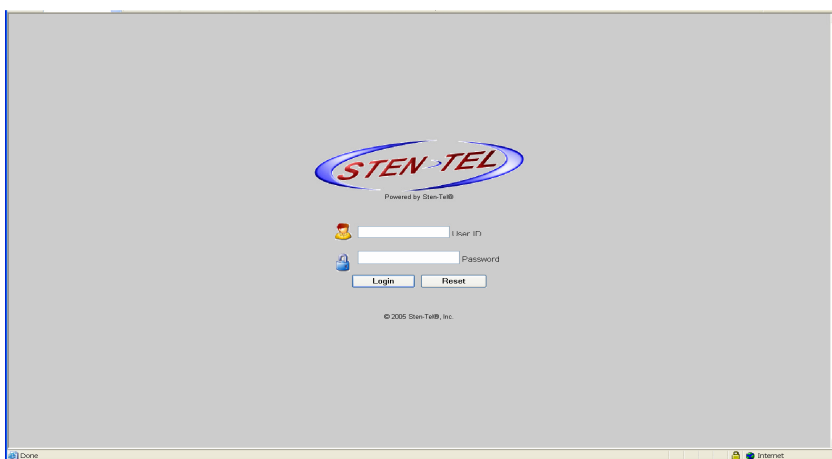


Reporters Transcription Center Advanced Job Search Feature

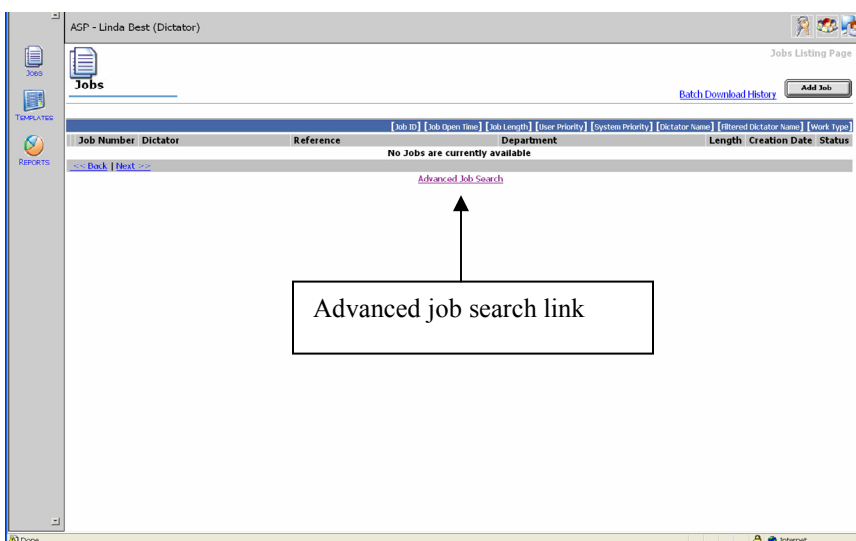
Using Advanced Job Search Feature

If you know the job number for a job you wish to access immediately from the web page, you can use the Advanced Job Search function.

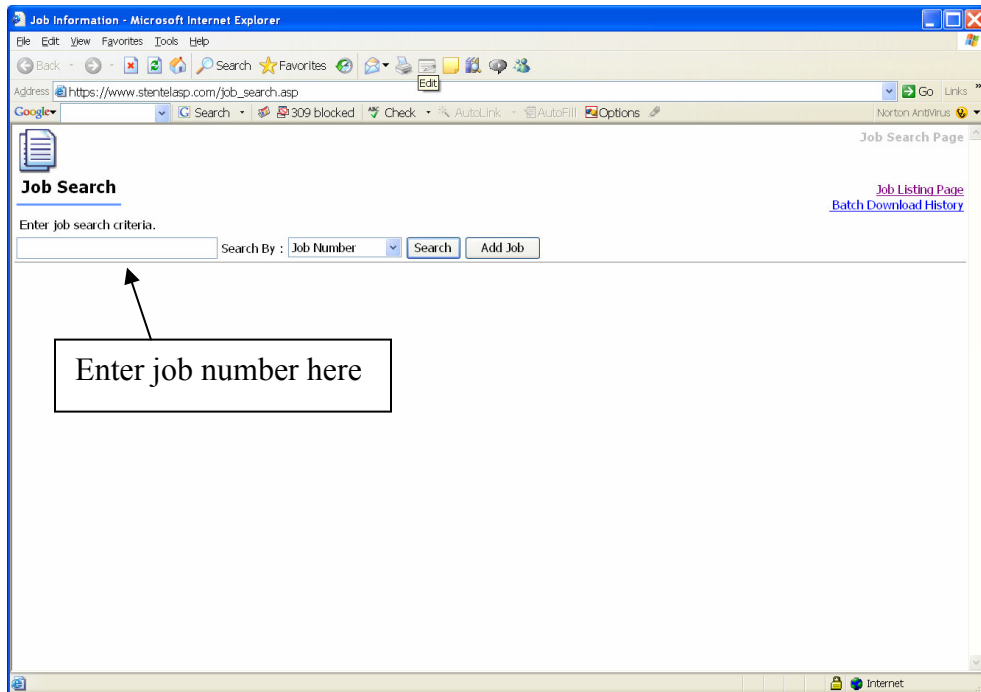
1. Log in to the web page (www.stentelasp.com).



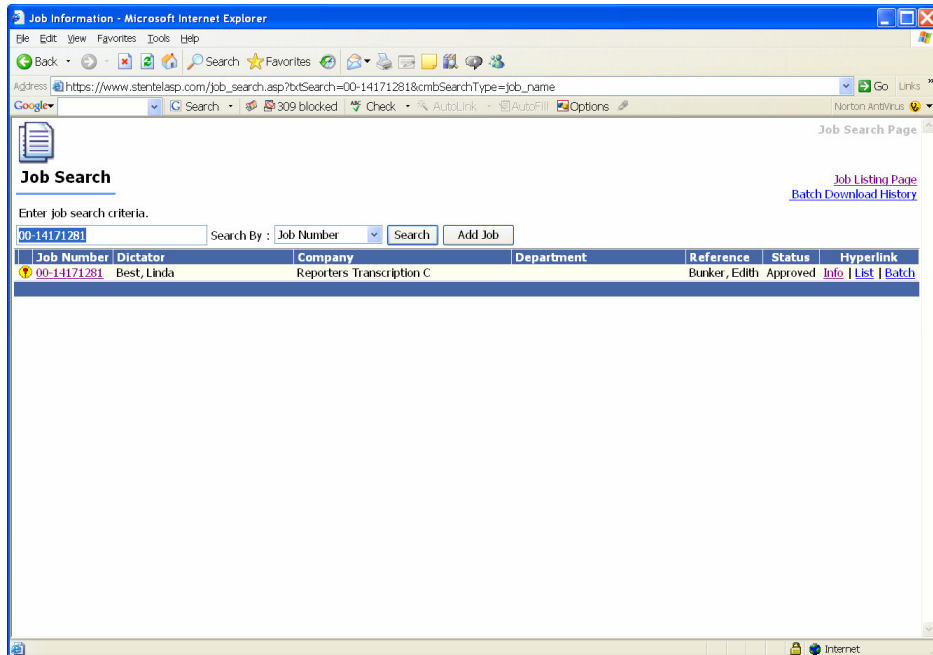
2. Click the link Advanced Job Search.



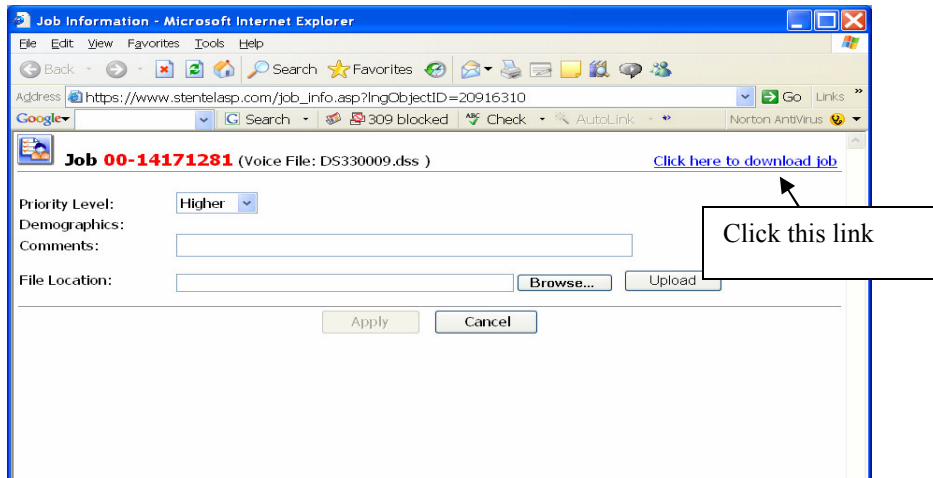
3. Enter the job number into the search box and click search.



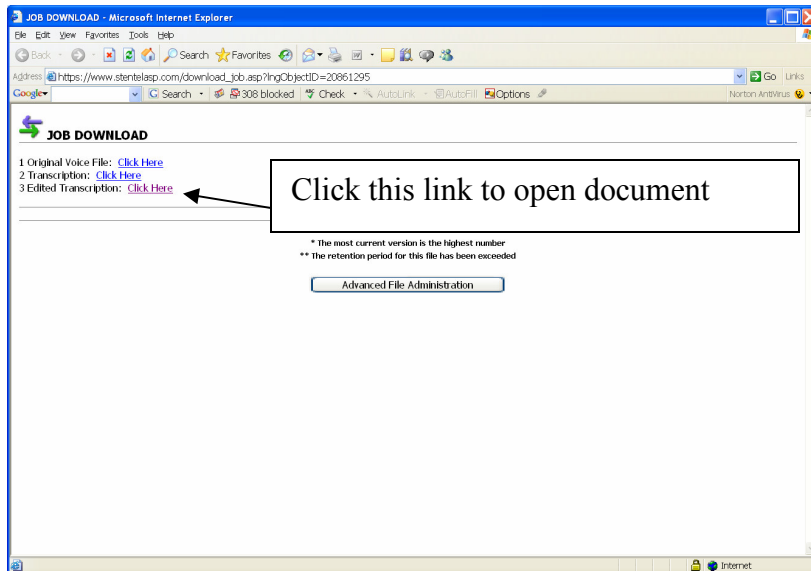
4. Requested job number will be listed.



5. Click the job number hyperlink. The job information page opens. Click the link Click Here to Download Job.

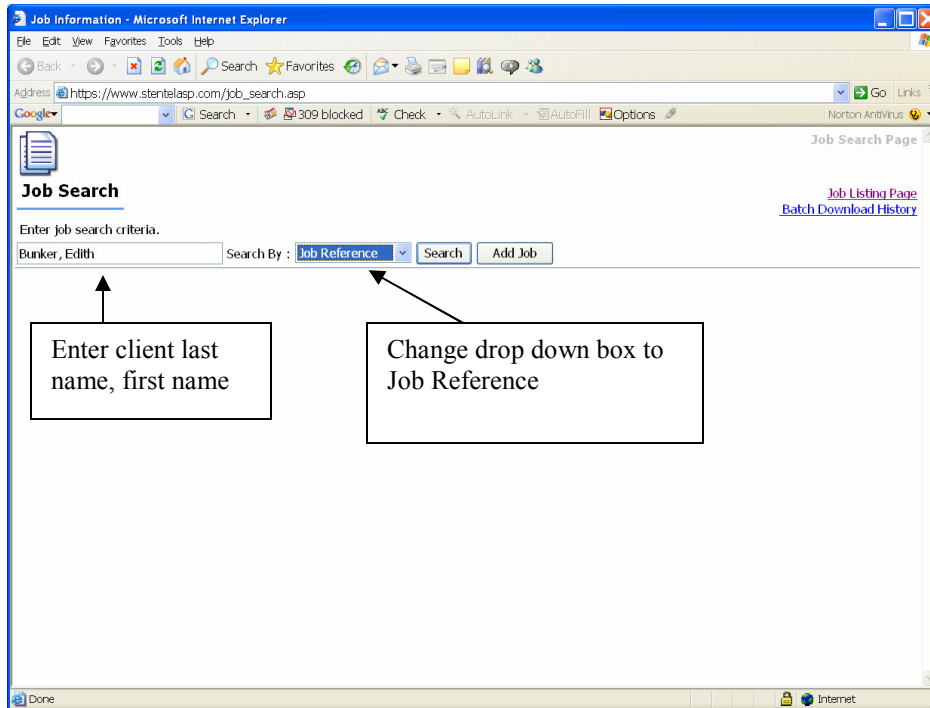


6. Click the link Click Here to open the document on your screen. Be sure to select the highest numbered job, typically the identifier is Edited Transcription.



Document opens on your screen. You can edit, save the document to a folder on your computer, or print the document.

7. You could also search using client's name by entering the Last name, First name into the search box. Change the Search By box by dropping down the choices and selecting Job Reference (the system's identifier for Last name, First Name. (There is one caution to using the search by job reference – it assumes RTC spelled the client's name correctly when we uploaded the job to the system).



This search would provide a listing of all jobs for that client (assuming the name was spelled correctly in the system). Use this search process with caution. If you do not find the job you are looking for, use other Report generation processes to continue searching for the job you want.