

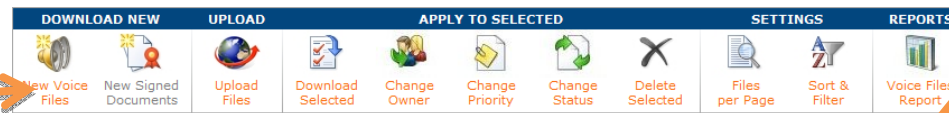
Migrating to the new Work Queue

In This Guide

The Work Queue interface looks very different from previous versions of the service, so we created this guide to help minimize the learning curve. Read on to learn key parts of the new interface and to discover features such as the ribbon or the Actions menu, understand how to show and hide parts of the page, and see how visual cues and other important features will make your job easier.

Ribbon Groups

Each ribbon group contains a set of related commands.



Expand/Collapse All

Quickly expand or collapse all records in your work queue with one click.

Expand All

Filter on Date and Time

Setup your filter to find files within a certain range of dates and times.

Files 1 To 5 of 5

Filter and Sort Controls Hide Advanced Filter Controls

Download Status: Any New Previously downloaded

File Type: Apply Filter/Sort

Sort Records By: Ascending Descending

File Priority: Any Normal High Stat

Review Status: All Final Review only

Confirmation #:

File Name:

Files in Client Group:

File Owner:

Uploaded By:

1st Downloaded By:

Uploaded Date/Time Range (DD/MM/YYYY) (Mountain Time Zone):

FROM: AM PM TO: AM PM

Minimize the Filter Controls

Need more space on your screen? Click this link to minimize the filter controls.

Actions Menu

Commands appear on the Actions Menu only when you need them.

Icons and Visual Cues

File specific icons and visual cues for priority and status make it easy to locate files.

All	File	Conf #	Priority	File Name (Bold indicates NEW)	File Owner	Uploaded	1st Downloaded	Actions
<input type="checkbox"/>		832137		tony ianigro 121110.doc	[AUTHOR] Benton James	12/11/2010 9:49 PM	12/11/2010 9:49 PM	Actions +
<input type="checkbox"/>		832136		68199339.mp3	[AUTHOR] Benton James	12/11/2010 9:44 PM	12/11/2010 9:44 PM	Actions +
<input type="checkbox"/>		832135		68199322.mp3	[AUTHOR] Benton James	12/11/2010 9:39 PM	12/11/2010 9:39 PM	Actions +
<input type="checkbox"/>		832133	HIGH	walker johnson 120910.doc	[AUTHOR] Beck Scot	12/9/2010 10:55 AM	12/15/2010 2:20 PM	Actions -
				walker johnson 120910.pdf	[AUTHOR] Beck Scot			
				Client: Denver Pediatrics Clinic				
				Upload Info: [ADMIN] Payton Brentwood 12/9/2010 10:55 AM				
				1st Download Info: [AUTHOR] Beck Scot 12/15/2010 2:20 PM				
<input type="checkbox"/>		832132		patient list.doc	[AUTHOR] Benton James	12/9/2010 10:53 AM	12/9/2010 10:53 AM	Actions +

File Details

Expand/Collapse each record to show the client information and the user who uploaded the file.

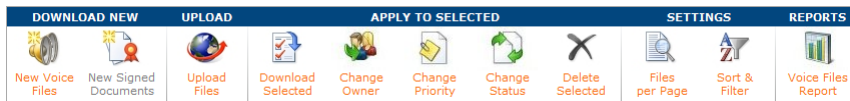
Migrating to the new Work Queue

How to get started with the new Work Queue.

If you've been using the service for a long time, you'll no doubt have questions about where to find commands. We have completely rewritten our user documentation and quick reference guides to help with your transition.

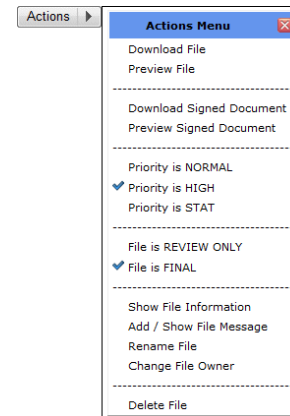
Where are my links?

In the new interface, a wide band spans the top of the Work Queue. This is the ribbon, and it replaces the old links at the top of the page, left of the filter controls. Each section on the ribbon has different buttons and commands that are organized into ribbon groups.




The ribbon adjusts its appearance to display only the commands available to each particular user type.

Where are my file actions?



File specific links are within the Actions popup menu. A checkmark denotes the current state of any given file.

The Actions popup menu adjusts its appearance to show only options in the context of the associated file and for the commands available to your particular user account. Click  to close the menu.

Create a signature for document signing

The document signing feature provides the capability to create a signature image and to affix this image on a new page at the end of each document that you elect to sign. The signed document is then converted to a PDF with no editing capabilities.

Start by accessing your **Admin menu**. At the bottom of **General Items**, click **Update document signing options**. Enter the signature you want to apply to your transcribed documents, and then click **Update**.

Note This feature is available to client and author user accounts of BUSINESS LEVEL and PROFESSIONAL LEVEL MetroScript customers.

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Where are my file details?

File Type Icon
Each file has an icon that represents the type of file. Details are listed below.

Signed Document
The second level document indicates that the document has been signed.

Upload/Download Timestamp
The top row displays upload information and the bottom row displays the first download.

Actions Menu
Commands appear on the Actions Menu only when you need them.

File Notes
The indicates that a file has associated notes.

File Priority
HIGH and STAT files are highlighted.

Expand/Collapse Record
Expand the record to display user information for who uploaded and downloaded the file.

File Details
Shows user information for who uploaded and downloaded the file.

File Type Icons



document



document for review only



document with signed document attached



audio



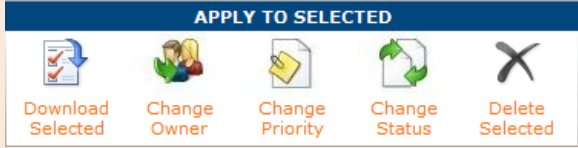
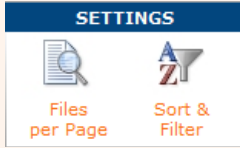


audio on hold

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Things you might be looking for

Look over the table below to find some of the common and familiar things that you might be looking for in the new Work Queue. Although this list isn't comprehensive, it's a good place to start.

For commands in previous versions:	Look here:
<ul style="list-style-type: none">Download all new voice files	
<ul style="list-style-type: none">Upload files	
<ul style="list-style-type: none">Download selected filesChange owner of selected filesChange priority of selected filesChange review status of selected filesDelete selected files	
<ul style="list-style-type: none">Change # files/pageSet your default filter/sort	
<ul style="list-style-type: none">New voice files per author summary	