



Author User Guide

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Abbreviations and Definitions of Words Used on website:

- 1) DOS = Date of Service.
- 2) DOU = Date of Upload. This is the date the audio file hit our servers.
- 3) Ref ID = Reference ID or Medical Record Number. This is the unique number that would identify the job. It is up to the Author and TSO to decide what to use here.
- 4) MT/LT = Medical Transcriptionist/Legal Transcriptionist.
- 5) QA1 = Quality Analyst Level 1
- 6) QA2 = Quality Analyst Level 2
- 7) QA3 = Quality Analyst Level 3
- 8) COut = Checked Out By. The transcriptionist who is transcribing the file.
- 9) @ = The time when the file was checked out.
- 10) TAT = Turn Around Time in Days.
- 11) STAT = This signifies whether the job is a STAT job or not.
- 12) uID = Unique Identifier. This is the unique number that is created by the system to uniquely identify the job from any other on our different systems. It is the number of microseconds from a point in time.

The login process

The Authors login to [Vareque Document Management Suite \(V-DOX\)](http://www.vareque.com/jobs) with their respective ID and password at <http://www.vareque.com/jobs>



Figure 1 12-bit Secured Login

Navigating the author home page

9. Message Alert

1. Select Start DOS

2. Select End DOS

3. Personal Settings

4. User Controls

5. Search for a job

6. Personal V-DoX Data

7. Filter Job list

8. Logout

10. Job List

11. Select all jobs

12. Editor

13. Send Comment

14. Play job Audio

15. View Job

16. Decline Job

17. Fax Selected Jobs

18. Download Selected Jobs

19. Print Selected Jobs

20. Decline Selected Jobs

21. Email Selected Jobs

22. Quick-Pick Address

23. Select from Addressbook

24. View Other jobs

#	Job #	Name	Ref. ID	D.O.S.	D.O.U.	Type	Status	Report
n/a	11	14461 Sally K Reddy	0	2004-03-01	2004-06-16	SOAP	New	n/a
n/a	12	14460 John J Miller	77777	2004-07-26	2004-06-16	SOAP	Waiting QA2	1 n/a
<input type="checkbox"/>	13	14425 Jeffrey Hessman	0	2004-07-14	2004-06-16	SOAP	Approved	17 n/a
n/a	14	14424 Harold Goodman	1245	2004-06-10	2004-06-16	SOAP	New	17 n/a
n/a	15	14423 Elise Jameson	5478	2004-06-13	2004-06-16	SOAP	For Review	17

Figure 2 : The home page

1. Selection of Start Date of Service

is allowed to retrieve records dictated by the author starting from a particular date. It is a selection field from where the particular date may be selected.

areque DEMO COMPANY

Welcome Eric,
Please note that your IP address will be recorded for security purposes
Click Here to make VAREQUE a trusted site. Click "Open", then "Yes" when prompted.

Start Date: 2004-01-1 End Date: 2004-01-28

You chose to view: January 2004

YOUR JOB QUEUE

Ref. ID	D.O.S.	Type
2500906	2003-10-29	SE
1234567	2003-10-01	SE
1234567	2003-01-01	SE

Page 1 of 11. Showing results 1 to 10 of 107

Figure 3 Choose Start DOS Date

2. Select End DOS

Selection of End Date of Service is allowed to retrieve records dictated by the facility ends at a particular date. It is also a selection field from where the particular date may be selected. This combined with 1. allows the user to view jobs within the selected date range only.

areque DEMO COMPANY

Welcome Eric,
Please note that your IP address will be recorded for security purposes
Click Here to make VAREQUE a trusted site. Click "Open", then "Yes" when prompted.

Start Date: 2004-01-1 End Date: 2004-01-28

Filter By Date of Service: January 2004

No.	Job #	Name	Ref. ID	D.O.S.	Type	Status
1	195	Eileen Rineer	2500906	2003-10-29	SE	Complete
2	234	Moga Thomas	1234567	2003-10-01	SE	Complete
3	232	John Hudson	1234567	2003-01-01	SE	Complete

Page 1 of 11. Showing results 1 to 10 of 107

Figure 4 Choose End DOS Date

3. Personal Settings

Allows the Author to set personal choices like the name, address, mail-id and the number of records to be displayed in a single page. There is a maximum limit of 250 on the number of reports to display at a time.

Personal Settings - Microsoft Internet Explorer

Your Personal Settings, eric

First Name: Last Name:

Address:

City:

Country: Zip:

Email:

Reports to display per page:

2003@Vareque

Figure 5 Personal Settings

4. User Controls

Change Password. Here the Author is allowed to change his or her own password.

VDMS Change Password - Microsoft Internet E...

Change Password for , eric

Existing Password:

New Password:

Re-type New Password:

2003@Vareque

Figure 6 Change Password

5. Search for a job by keyword

The Author can use this option to search for a particular job or jobs using the reference ID or last name or job number. Even part entries like 'Johns' for 'Johnson' are permitted.

VAREQUE DEMO COMPANY

Welcome *Eric*, PT: 01:21:52 AM, Tuesday January 27, 2004
[Click Here to make Vareque a trusted site. Click "Open", then "Yes" when prompted.](#) [Logout](#)
[Personal Settings](#) | [Change Password](#)

Start Date: End Date: Filter By Date of Service Range

Search Patient Name or Last Name or Ref. ID or [view all records](#)

You chose to view only those files with status = % . Start DOS = 2001-01-01. End DOS = 2004-01-27.
[Click here to download the 'free' PDF file viewer](#) [My Account and Invoices](#)

YOUR JOB QUEUE

Show only jobs with status =

x	No.	Job #	Name	Ref. ID	D.O.S.	Type	Status	Media	Doc.	Author	Lines
<input type="checkbox"/>	1	195	Eileen Rineer	2500906	2003-10-29	SE	Complete	n/a		Kobashigawa	49
<input type="checkbox"/>	2	234	Moga Thomas	1234567	2003-10-01	SE	Complete	n/a		Kobashigawa	45
<input type="checkbox"/>	3	232	John Hudson	1234567	2003-01-01	SE	Complete	n/a		Kobashigawa	46

Check/Uncheck All Showing results 1 to 3 of 107.

Check/Uncheck All

Email to send files to: Send zipfile of selection as attachment.

Figure 7 Search for job using keywords

6. Personal V-DoX Data

[View your signature](#) | [Activity Monitor](#) | [V-Fax Monitor](#) | [Monthly Invoices](#)

YOUR JOB QUEUE

Jobs are waiting for your review. Please click here to view the jobs"

LEGEND: Printed Downloaded Downloaded & Printed Lines || Show only jobs :

#	Job #	Name	Ref ID	D.O.S.	D.O.U.	Type	Status	Report	
---	-------	------	--------	--------	--------	------	--------	--------	--

Figure 8 Personal Data for All Interactions

We have the option of using V-DoX to convert your office into a 'TRUE PAPERLESS' site using our digital signature system that allows the author to include his/her original hand written signature for use on documents like letters.

In order to use this system, we would need a copy of the authors hand written signature that we scan into the V-DoX system. Once that is done, we co-ordinate with your TSO (Transcription Service Organisation) to ensure correct placement of the image of the signature.

This image is inserted by the author using a click of the mouse.

Thus, the system eliminates the need to take a hard-copy print of the report/letter before it can be signed for distribution (email, fax).

The Activity and the V-Fax monitors give a report of all the interactions with the V-DoX. This eliminates the need for guesswork like, "Did we email this job to ...?" or "Did we fax or print that job?"

NOTE: Each and every interaction is logged on the V-DoX. We track the IP address with each click. This high level of security is another way we work for your peace of mind.

ACTIVITY MONITOR								
Date : 2004-11-09 Time: 13:13:02 Last 30 days Last 7 days								
>>>> West Valley Medical Partners Activity log for the last 3 days<<<<								
Show only	Select		Showing job list from 2004-11-06		3	days	Range	
No.	Activity	Job ID	Details	Ref ID	Name	Date	Time	IP
Activity Monitor for John Anderson MD since 2004-11-06 Print Version								
1	Download	14423		5478	Elise Jameson	2004-11-08	17:10:48	199.79.35.254
2	Print	14423		5478	Elise Jameson	2004-11-08	05:12:16	199.79.35.254
3	Print	14423		5478	Elise Jameson	2004-11-08	05:15:12	199.79.35.254
4	Print	14423		5478	Elise Jameson	2004-11-08	05:16:25	199.79.35.254
5	Email	14423	mark.nelson@co.lane.or.us	5478	Elise Jameson	2004-11-08	17:22:44	199.79.35.254
6	Email	14423	mark.nelson@co.lane.or.us	5478	Elise Jameson	2004-11-08	17:25:52	199.79.35.254
7	Email	14423	mark.nelson@co.lane.or.us	5478	Elise Jameson	2004-11-08	17:31:08	199.79.35.254
8	FAX	14423	15416824522	5478	Elise Jameson	2004-11-08	17:33:25	199.79.35.254

Figure 9 Activity Monitors (Note the IP address)

In the My Invoices section, the Author can view his/her Invoice.

MY ACCOUNT
Date : 02-05-2004 | Time: 09:41:31 AM.

>>>> MY INVOICES <<<<

[Click here for your invoices.](#)

<<<< AUTHOR SETTINGS >>>>

Author Testing Authors	Author Admin Eric Marton
-------------------------------	---------------------------------

[Click here to create a new Author.](#)

2003@vareque

Figure 10 Invoice and Account Settings

A sample invoice is shown below:

INVOICE as on 2004-11-09.				for Rivers Medical Clinic 660 Arlington Ave River , AK.			
Bill cycle : 2004-03-01 - 2004-03-31.		Print Version Detailed Invoice Previous Invoices: 1 2					
No.	Type	Count	Lines	JobUpload	TAT	Rate	Total(\$)
Rivers Medical Clinic.							
1	Blank	2	43			5	2.15
2	Progress_Note	975	26438			5	1,321.90
3	SOAP_Note	19	370			5	18.50
4	Physical_Exam	2	113			5	5.65
Author Data Storage fee @ \$45.00 per month:							45.00
<i>Total for Rav Por</i>		:	998	26964			1573.2

Figure 11 Sample Invoice

7. Filter Job List

This allows the author to view jobs with a certain job status only like, Completed job, With Transcription Company etc.



The screenshot shows the 'YOUR JOB QUEUE' header with a red bell icon and a message: 'Jobs are waiting for your review. Please click here to view the jobs"'. Below this is a legend for job statuses: Printed (black square), Downloaded (orange square), Downloaded & Printed (green square), and Lines (grey square). A dropdown menu labeled 'Show only jobs:' is set to 'Status'. Below the legend is a table with columns: #, Job #, Name, Ref. ID, D.O.S., D.O.U., Type, Status, and Report. The table shows 'Showing results 11 to 15 of 18'.

Figure 12 Filter by job status

8. Logout

This link is used to safely log out of V-DoX. A forced logout is a secure way to prevent unauthorized access to your account.

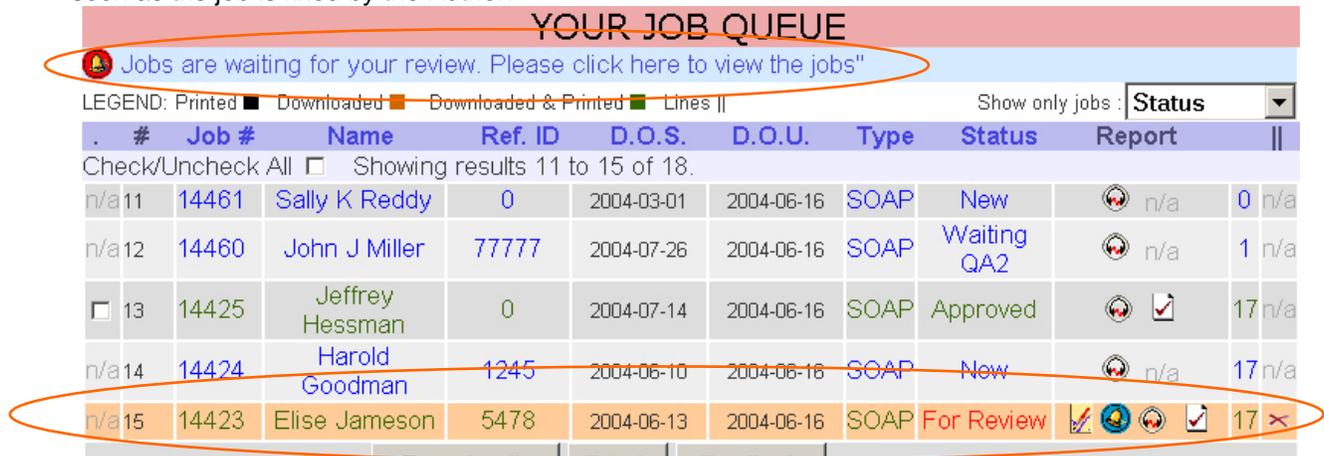


The screenshot shows a user interface with a welcome message 'Welcome John,' and the date 'PST: 10:52:47 AM, Tuesday November 09, 2004'. A 'Logout' link is circled in red. Below the welcome message is a 'NEW' notification: 'L_ID SKIP on your V-800 number. Ask your TSO for details.' There are links for 'Personal Settings' and 'Change Password'. Below this is a search section with 'Start Date' (2003-01-01) and 'End Date' (2004-11-09) fields, a 'Filter By D.O.S. Range' button, and a 'Search' button. A search input field contains the text 'Search Name or Ref. ID or Job. ID or View all records (incl. complete jobs)'.

Figure 13 LogOut

9. Message Alert from Transcriptionist

This 'Red Bell' message means that the Transcriptionist has sent some jobs for the authors review. This is usually due to their inability to decipher some part of the dictation and is accompanied with a 'comment'. This Alert does not appear if there are no pending jobs 'For Review'. The alert goes away as soon as the job is fixed by the Author.



The screenshot shows the 'YOUR JOB QUEUE' header with a red bell icon and a message: 'Jobs are waiting for your review. Please click here to view the jobs"'. Below this is a legend for job statuses. A dropdown menu labeled 'Show only jobs:' is set to 'Status'. Below the legend is a table with columns: #, Job #, Name, Ref. ID, D.O.S., D.O.U., Type, Status, and Report. The table shows 'Showing results 11 to 15 of 18'. The job with Ref. ID 14423 (Elise Jameson) is circled in red and has a status of 'For Review'.

#	Job #	Name	Ref. ID	D.O.S.	D.O.U.	Type	Status	Report
n/a11	14461	Sally K Reddy	0	2004-03-01	2004-06-16	SOAP	New	n/a
n/a12	14460	John J Miller	77777	2004-07-26	2004-06-16	SOAP	Waiting QA2	n/a
13	14425	Jeffrey Hessman	0	2004-07-14	2004-06-16	SOAP	Approved	17 n/a
n/a14	14424	Harold Goodman	1245	2004-06-10	2004-06-16	SOAP	New	17 n/a
n/a15	14423	Elise Jameson	5478	2004-06-13	2004-06-16	SOAP	For Review	17

Figure 14 Message Alert from Transcriptionist

10. Job List

From the "Job Queue" that appears as shown below, the Author can choose jobs (by selecting the check box adjacent to the Job No.) . The number of reports shown per page is controlled in the Personal Settings Part of the site, shown in 3. The author can then use our powerful 'one-click' multi channel distribution to batch print, download, emailt, downloadt or faxt.

#	Job #	Name	Ref. ID	D.O.S.	D.O.U.	Type	Status	Report
Check/Uncheck All <input type="checkbox"/> Showing results 11 to 15 of 18.								
n/a11	14461	Sally K Reddy	0	2004-03-01	2004-06-16	SOAP	New	n/a 0 n/a
n/a12	14460	John J Miller	77777	2004-07-26	2004-06-16	SOAP	Waiting QA2	n/a 1 n/a
<input type="checkbox"/>	13	Jeffrey Hessman	0	2004-07-14	2004-06-16	SOAP	Approved	17 n/a
n/a14	14424	Harold Goodman	1245	2004-06-10	2004-06-16	SOAP	New	n/a 17 n/a
n/a15	14423	Elise Jameson	5478	2004-06-13	2004-06-16	SOAP	For Review	17 x
<input type="checkbox"/> Downloadt <input type="checkbox"/> Printt <input type="checkbox"/> Declinet								
<input type="button" value="Faxt"/> Number(1XXXXXXXX): <input type="text"/> Attn: <input type="text"/>							Mark Nelson Mark Nelson William Baxter, MD BT Bisce More..	
<input type="text"/> Comments: <input type="text"/>				<input type="button" value="Emailt"/>				
<input type="text"/> Address Book View Fax Cover Page				<input type="text"/> Email to send files to: <input type="text"/> Send zipfile of selection as attachment. <input type="checkbox"/>				

Figure 15 The Job List

11. Select All Jobs

This check box conveniently selects all the displayed jobs for the author. It is a toggle switch meaning that unchecking it would unselect all displayed jobs.

#	Job #	Name	Ref. ID	D.O.S.	D.O.U.	Type	Status	Report
Check/Uncheck All <input type="checkbox"/> Showing results 11 to 15 of 18.								
n/a11	14461	Sally K Reddy	0	2004-03-01	2004-06-16	SOAP	New	n/a 0 n/a
n/a12	14460	John J Miller	77777	2004-07-26	2004-06-16	SOAP	Waiting QA2	n/a 1 n/a
<input type="checkbox"/>	13	Jeffrey Hessman	0	2004-07-14	2004-06-16	SOAP	Approved	17 n/a
n/a14	14424	Harold Goodman	1245	2004-06-10	2004-06-16	SOAP	New	n/a 17 n/a
n/a15	14423	Elise Jameson	5478	2004-06-13	2004-06-16	SOAP	For Review	17 x
<input type="checkbox"/> Downloadt <input type="checkbox"/> Printt <input type="checkbox"/> Declinet								

Figure 16 Select/Deselect All Jobs

12. Editor/Word Processor

The V-DoX Editor is a powerful Active-X Program that permits the Author's to make minor edits on the documents. This requires installation of the Active-X program V-Ed. Some security settings in the Internet Explorer may have to be changed to permit installation of this program. If you encounter a message that informs you that your security settings prevent the installation of the program please follow the steps to enable installation below.

Steps to enable installation of the Active-X Editor V-Ed:

1. Start Internet Explorer (IE).
2. Click on Tools at the top menu of IE.
3. Select 'Internet Options'.
4. Now a new 'Internet Options' window should open.
5. In this new window from step 4, Click on the tab 'Security'.

6. Now click on the button 'Custom Level', that should open another window called 'Security Settings'.
7. Now in the new window, look for all settings with the word Active-X in it, like 'Download unsigned ActiveX controls' etc. In those settings, look for those with 'Disable' chosen and change that to 'Prompt'.
8. Once you have set all 'disable' to 'Prompt', Click on the button 'OK' that will close the 'Security Settings' window.
9. Now click on the button 'OK' to close the 'Internet Options' window.
10. Now close all instances of IE and restart IE.

The above steps would allow you to install the V-Editor Active-X. Each time you will be prompted to allow installation of certain components. Once the installation is complete, you can repeat steps 1 to 10 to change the 'Prompt' settings to 'Disable'.

If installed correctly, you should see the editor as shown below.

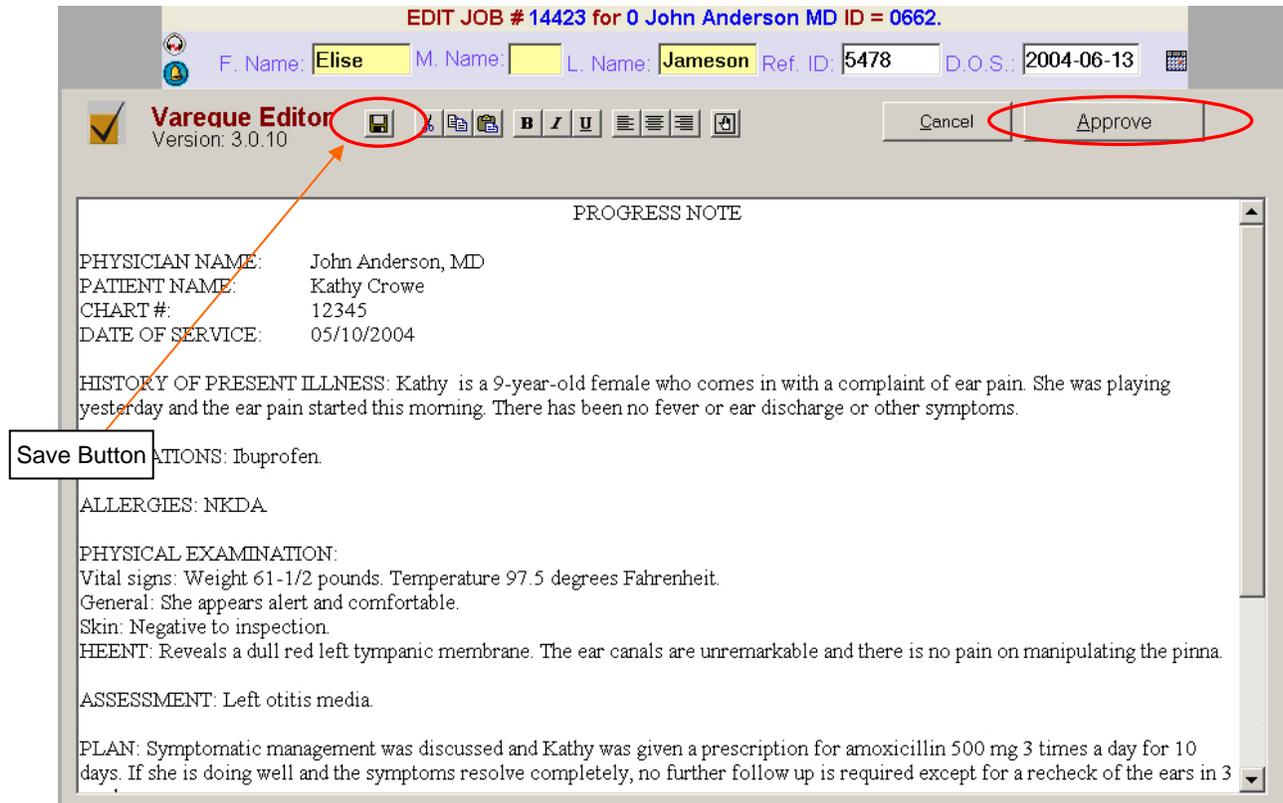


Figure 17 The Vareque Editor

The 'Save' Button in the V-Editor saves the changes made by the author to our server. The Approve button, is a digital signature used to append a digital stamp on the document. This can also be used to insert a hand written signature described in point 6 above.

13. Post a comment for the Transcriptionist



This icon allows the Author to send a comment back to the transcriptionist. The transcriptionist have a similar message alerting system described in step 9. If the icon is blue in color, the author can view the comment thread related to the job.

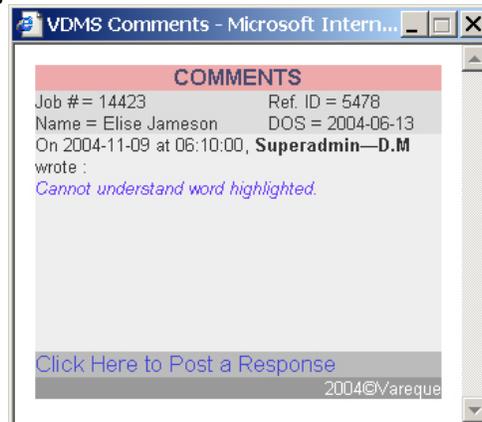


Figure 18 The Comment Thread

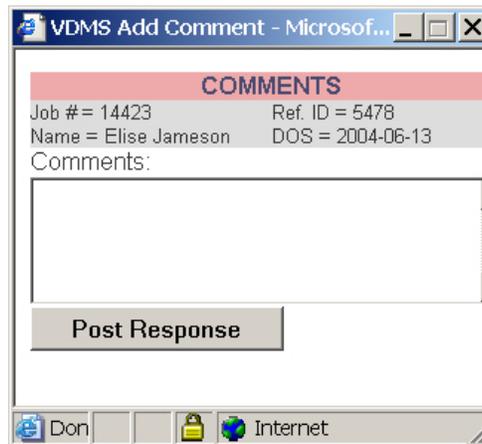


Figure 19 Post a comment

14. Play Job Audio



This icon when clicked, plays the audio related to the job.

15. View Job



This icon when clicked, opens the completed transcribed document.

16. Decline Job



This icon sends the job back to the Quality Control specialist of the Transcription company.

17. Fax Selected Jobs

This button, when clicked, faxes the jobs selected to the number stated in the number box. The number has to be entered in a certain format eg. 13235551234, no spaces or symbols. All clients get to use a standard cover page or **can ask for a customized cover page free of cost.** The 'Attention' box is used to fill the name of the fax addressee and the 'Comment' box is used to send a message on the cover page.

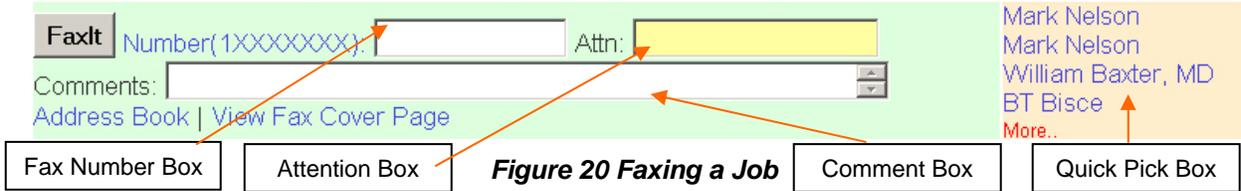


Figure 20 Faxing a Job

18. Download Selected Jobs

This button when clicked automatically sends all the selected files in 'one' zipped .zip file. You would require an 'unzipping' software to open the file in order to view the downloaded files. <http://www.winzip.com> is one such software.

19. Print Selected Jobs

The button when clicked prints the selected jobs on the default printer installed on the computer. This requires us to install an Active-X program on the computer. If you encounter an error message, please refer to point 12 to enable Active-X installation. Note: If there is no printer installed, this step will fail. Please ensure that you have a working default printer installed. There is no option to choose, thus minimizing interaction needed and streamlining printing into one easy click.

20. Decline Selected Jobs

This is a mass decline button and we usually advise against using it. All selected jobs are routed back to The Quality Control Specialist at the transcription company.

21. Email Selected Jobs

The Author can email selected jobs to people by simply entering the email address in the 'Email' box, and clicking on the EmailIt button. The email allows the option of sending a zipped file of the selected jobs as an attachment.



Figure 21 Email Selected jobs

22. Quick Pick Address

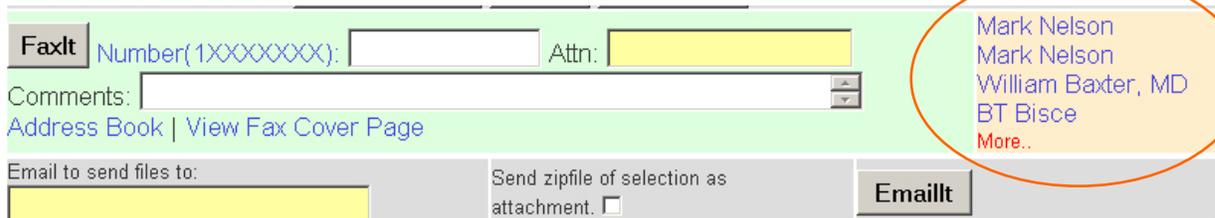


Figure 22 Quick Pick Address links

The quick pick address links is a list of the last four emails or faxes sent through the system. This allows the Author to quickly insert the addressee data without typing anything at all.

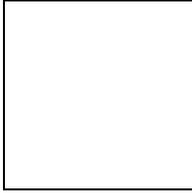


Figure 23 Quick Pick with one 'Willim Baxter' Clicked

23. Select from Address Book

The Address Book is a very powerful PIM manager built into the V-DoX System. This facilitates the easy distribution of jobs to known addressee.

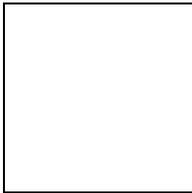


Figure 24 The V-DoX Address Book

Navigating the address book is easy. One can search for a contact or list the contacts by first letter of last name. Clicking the 'Contact Select' button automatically inserts the information into the 'Email Box' (step 21) and the Fax, Comment and Attention box (step 17).

24. View other Jobs

This easy navigation system takes you to the exact page in just one click.

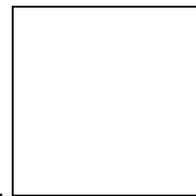


Figure 25 View Other Jobs

Just clicking on the page number will take you to that report page.