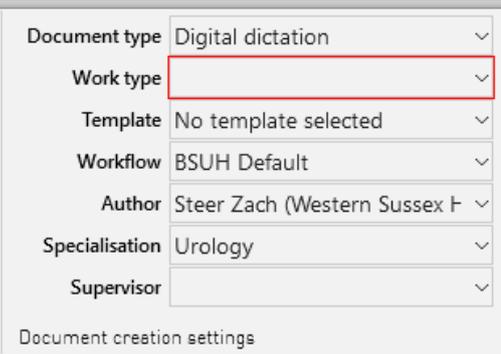
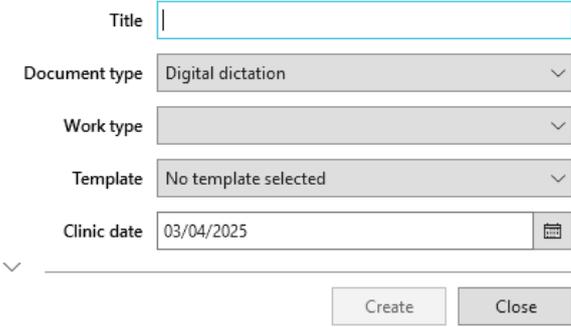
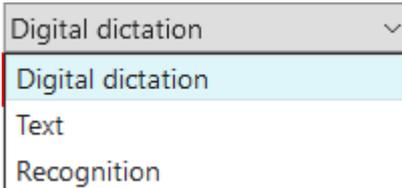


Document Settings	
<p>Document Settings can be found in the top right of G2 while in the Clinical/Inpatient Visits Worklists</p>	
<p>You'll also see these settings when starting an Ad Hoc Document</p>	
<p>Set the Document Type first</p> <p>Digital Dictation is used to start a standard Dictation recording</p> <p>Text is used for starting a text document in which you can type directly</p> <p>Recognition is used for starting a Speech Recognition dictation (limited licences in the Trust – not every author will have access)</p>	

Document Settings	
Work Type	Set this based on your department templates – these templates have mail merge fields to automatically fill in details such as department, patient and GP details, ensure you pick the correct work type for your need
Template	This will auto-populate based on your selected Work Type and should not be changed
Workflow	This will auto-populate based on your selected Work Type and should not be changed
Author	Fills in with your own details (if you're an author) but if you're a Transcriber who can Transcribe on behalf of an Author then change this dropdown as needed
Specialisation	Only for authors with a Speech Recognition licence and this determines the dictionary used during Speech Recognition dictations
Supervisor	Set this if you have a 'Clinician-in-charge' who may need oversight of your letters